

Striking a Chord
RISK ASSESSMENT

Risk Assessment for:- General building, activity.

Partner organisation:- Norwich Mind.

Venue:- REST Hub, Churchman House, 71 Bethel St, Norwich NR2 1NR

Venue Layout:-

Ground Floor, large activity room accessed of main lobby. Loos off of main lobby.

Description of work/activities:- Music activities for adults experiencing symptoms of ill mental health. Provided weekly (Fridays, 15.30 - 17.00)

Persons at Risk:- Musical Keys (MK) and Mind (M) staff. Participants and their carers.

Date Risk Assessment reviewed and rewritten:- November 2022

Date Risk Assessment to be reviewed:- November 2023

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	<ol style="list-style-type: none"> 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 SB.
Manual Handling of equipment/instruments etc	Back strain	L	<ol style="list-style-type: none"> 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 competent individuals or with trolleys (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 storage area to activity area so staff encouraged to transport equipment in manageable trips
Access	Escape/ Hiding	L	<ol style="list-style-type: none"> 1. Front door is left open and operated by M staff. Access to activity space is granted to known participants and staff. 3. Door of activity room to be left open, including access to cafe. All other external doors (and certain internal doors) are locked, accessed via security fob.
Falling Materials and spillages	Bodily Injury	L	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. Reasonable fluorescent 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	L	<ol style="list-style-type: none"> 1. WCs cleaned to satisfactory by M. All waste to go in the bins provided. 2. Drinking water available from kitchen taps in café 3. Adequate toilets and washing facilities for staff - handtowels and liquid soap provided.
Fire	Burns, death	L	<ol style="list-style-type: none"> 1. Fire risk assessment written by M and available upon request. Fire assembly point at the rear of the building, fire escapes indicated within building. 2. Fire fighting equipment supplied by M 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	<ol style="list-style-type: none"> 1. M to use entrance policy via electronic door opening via rear of building. Front door to be manned by M staff.
Car Park	Injury due to person being struck by vehicle	L	<ol style="list-style-type: none"> 1. Driving at speed is not possible due to the limitations of the car park layout. 2. All car park users instructed to park as close to the wall as possible to allow other cars/Vehicles space to manoeuvre in and out of car park safely. 3. Car park well lit 4. Car park situated on level but loose standing designated area 5. No cars/vehicles permitted to park in middle of car park 6. Whilst loading and unloading from car/vehicle no equipment left unsupervised in car park
Illness	Distress	L	<ol style="list-style-type: none"> 1. Responsibility of trained M staff 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 if required. 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 carers upon arrival to understand any recent health issues and illnesses, if appropriate.
Escalated behaviour	Distress, injury, assault	L	<ol style="list-style-type: none"> 1. All staff to have read and understood 'prevention and de-escalation of Risk Behaviour' (DoE) 2. In the first instance M staff should be notified of any escalated or inappropriate behaviour 3. Any physical contact or dangerous behaviour should be avoided by escaping to the designated fire escape area 4. Offer rest in break out area to anyone that requires it. 5. Any inappropriate or illegal behaviour to be notified to partner organisation (refer to lone working policy if lone working) 6. De-escalation may be attempted through distraction, diversion or ceasing of activity, if safe to do so

Covid 19

HAZARD	RISK	RISK Low/ Medium/ High	MEASURES TAKEN TO CONTROL RISK
Tutors Health	Cross infection/ contamination, illness, death	M	<ol style="list-style-type: none"> 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.

			<p>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.</p> <p>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 Director must inform the host organisation where the tutor has worked in the previous three weeks.</p> <p>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).</p> <p>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.</p> <p>6. Staff and volunteers advised to wash their hands as soon as they enters the venue.</p> <p>8. The tutor should familiarise themselves with current official guidance on hygiene control and is expected to follow that guidance.</p>
Teaching Environment	Cross infection/contamination, illness, death	M	<p>1. Where possible windows/doors to be open to allow gentle through-ventilation. Tutor not to prop fire door open.</p> <p>2. Re-circulation air systems eg fans should not be used</p>
Management of compliance of Risk Assessment	Cross infection/contamination, illness, death	M	<p>1. Musical Keys Programme Director to ensure that recommencement of sessions is safe on the part of both parties</p> <p>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.</p> <p>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</p> <p>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.</p> <p>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.</p> <p>6. Arrangements put in place to ensure compliance to this Risk Assessment.</p>