



Coronavirus (COVID-19) - Risk Assessment – Students

Address	28 Field Rd, Busby, Clarkston, Glasgow G76 8SE											
Description of Activity	Students Return to Campus											
Risk Assessment No	COVID19											
Risk Assessment Completed by	Wilson Adrain Safety Management Ltd											
Date of Risk Assessment	13/08/2020											
Risk Assessment Title	Coronavirus (COVID-19)											
Task	The assessment considers the precautions to prevent the spread of COVID-19 while travelling to and while on campus.											
Person at Risk of Harm	Students	✓	Students	✓	Contractors	✓	Visitors	✓	Clients	✓	Other	✓
Initial Review Date for Assessment:	Under constant review or following updated Government advice											
Assessment Review Date:	Under constant review											
Revision	REV2 26/08/20 – Updates taking on board the Scottish Governments Coronavirus (COVID-19): guidance for the performing arts and venues sector in relation to singers and wind/brass instruments. REV3 04/08/2021 – Updates to be in line with the Scottish Governments Guidance as the country continues to ease restrictions.											



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HIGH	Extreme control measures must be introduced to reduce the degree of risk before the activity/process can continue. These must be controlled, as to become a lower risk.	MEDIUM	This activity can continue, but controls must be in put in place to constantly reduce and maintain the risk at low.	LOW	Risk is being properly controlled and no further control should be needed, as peoples own common sense should take care of the lower risk. Ensure the low risk do not escalate into medium or high.				
Hazard Identified	Potential Harm	Risk			Existing Controls	Risk			Further Controls
		H	M	L		H	M	L	
Prevalence Levels of the Virus in the Community	Coming into proximity of someone with COVID-19 and contracting the virus.	HIGH			<ul style="list-style-type: none"> The college will follow and operate within the latest Scottish Governments guidance. The college may have to close at short notice and revert to an online delivery model should our local council area move into lockdown. The college will notify students when teaching and learning must move online. Students must not attend the campus until notified it is safe to do so. The college will provide support to staff asked to deliver classes from home. 		MED		
General Precautions	<p>Coming into proximity of someone with COVID-19 and contracting the virus.</p> <p>Controls not being effectively explained to students before start back, increasing the risk of someone contracting and spreading COVID-19</p>	HIGH			<ul style="list-style-type: none"> The college has developed a COVID-19 Operational Guidance document in line with the Scottish Governments Coronavirus (COVID-19): guidance for colleges. This risk assessment should be read in conjunction with the operational guidance. Every area of the Riverside Music College campus and aspect of our operation has been assessed to ensure we comply with current social distancing, hygiene, and cleaning measures. Feedback has been sought from student representatives prior to any control measure within this document or the operational guidance being implemented 		MED		<ul style="list-style-type: none">



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				<ul style="list-style-type: none"> All courses have been individually assessed to accommodate a blended learning experience and where possible some teaching classes may be held online to reduce the number of students on the premises. We have staggered start and finish times of classes to ensure students and students can move around the premises in a safe and socially distanced manner. We have engaged with students through a range of media to provide them with the relevant information on a safe return to the college. 			
Student Return & Fitness	<p>Coming into proximity of someone with COVID-19 and contracting the virus.</p> <p>Controls not being effectively explained to students before start back, increasing the risk of someone contracting and spreading COVID-19</p>	HIGH		<ul style="list-style-type: none"> All students will complete a return to campus questionnaire to ensure they are fit to return to college. Students who have a new continuous cough and/or loss/change in taste or smell and/or high temperature however mild, should not come to campus. Stay at home and follow the government's guidance on isolation. Emergency contact details will be provided to management by all students returning to campus. The emergency contact should be someone in your household where possible and who preferably can drive. They may be required should the individual become unwell – see further control section. Students with a pre-existing health condition or who live with a person with a pre-existing health condition that may be more severely affected by Coronavirus infection are encouraged to inform management to discuss study arrangements. Those who have a particular vulnerability or who have been previously asked to 		MED	<ul style="list-style-type: none"> If a student develops symptoms of Covid-19 while on campus they must immediately stop what they are doing, inform their lecturer where they have been working and surfaces potentially touched then leave the college ensuring they do not touch any further surfaces. The same rules will apply for students who have been informed that someone they live with has contracted the virus. The infected individual will be sent home immediately from the college. If they have travelled via their own vehicle, they will return home in that vehicle alone, if they are fit to drive. If they are unfit to drive, have travelled to campus in a friend's vehicle or travelled via public transport arrangements will be made with their emergency contract to come and pick them up - they will wait in an isolated room away from anyone else until they are collected. In extreme cases, were



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		HIGH		<p>shield will be risk assessed in line with Scottish Government guidance prior to returning to the campus. These individuals will be asked to take extra care in observing social distancing and will be helped to study from home where possible.</p> <ul style="list-style-type: none"> Should individuals display or witness anyone with potential symptoms on the college they should come forward and make management aware immediately. 		<p>an individual takes very unwell an ambulance may have to be called. The infected person should then not return to campus and self-isolate in accordance with guidelines.</p> <ul style="list-style-type: none"> The area will have to be isolated following a symptomatic individual being present. The area where the individual was working along with welfare facilities will be isolated and deep cleaned using an appropriate disinfectant product before being opened back up to other students. Any waste from areas where symptomatic people have worked- including the PPE and cleaning items that have been used will be double-bagged and labelled and disposed of 72 hours with normal collection arrangements. Cleaning to be carried out by a third-party specialist company. Outbreak management – if 2 or more linked cases of COVID-19 are identified within 14 days or there is an increase in absence rates due to suspected or confirmed COVID-19 the college will suspect an outbreak and will inform Health Protection Team. Further details are provided in the Operational Guidance document.
Travelling and access / egress to the college	Contact with un-sanitised surfaces or coming into proximity of someone with Covid 19 and contracting the virus.	HIGH		<ul style="list-style-type: none"> Travelling to college. Students should try to travel to campus alone in their own vehicle/ by walking/ by cycling where available and avoid public transport where possible. If travelling on public transport students should always try to keep a minimum of 1m apart from other members of public, wear a face covering and travel off peak when possible. 	MED	<p>If students have no option but to share a vehicle, then they should:</p> <ul style="list-style-type: none"> Share with the same individuals each day and with the minimum number of people at any one time Wherever possible maintain a distance of one meter and avoid touching their faces for the duration of the trip. If there is more than one person in a vehicle good ventilation must be



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		HIGH		<ul style="list-style-type: none"> • When parking on the campus attempt, where possible, to park in the same direction of other vehicles to help maintain social distancing when leaving or entering your vehicle. • Students will only be permitted onto campus when they have a scheduled practical class or lecture. • All students will have their temperature taken on arrival to the campus each day. If an individual has a temperature of 37.8C or more, they will be asked to leave the campus. The individual should stay at home for 10 days from the start of developing symptoms and arrange to be tested. • Practice good hygiene. Keep an alcohol-based hand sanitiser in the vehicle when traveling that contains at least 60% alcohol. All students must wash their hands either with hand sanitiser or soap and hot water before entering and on leaving the college. Ensure the touch points (wheel, gear stick, handles) within the cab of the vehicle are disinfected at the end of each day. • Ensure there is no physical contact (handshaking) between students and staff. • Social Distancing (Keep 1 Metres Apart). Practice social distancing at all times while travelling and entering / exiting the college. • Attendance on campus will be logged via daily attendance registers. 	MED	<p>maintained (i.e., keeping the windows open) and face mask must be worn at all times.</p> <ul style="list-style-type: none"> • Users of the vehicle must wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle • Regularly clean the vehicle using gloves and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during the journey. • A close contact will not need to isolate if they have had both vaccines (and a two-week gap has passed since their second) and they can produce a negative PCR test.
Training	Students not equipped with the knowledge to prevent the spread of COVID-19	HIGH		<ul style="list-style-type: none"> • All students returning to campus will be informed of campus-specific control measures being introduced to reduce the potential risk of COVID-19. • The information will be in relation to social distancing, routes of transmission, hand 	MED	



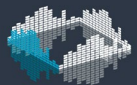
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				cleaning and personal hygiene, as well as information on self-isolation should students become ill.			
Working in close proximity to others	Coming into proximity of someone with Covid 19 and contracting the virus.	HIGH		<ul style="list-style-type: none"> • Social Distancing (Keep 1 Metres Apart). Practice social distancing where possible. • Always maintain good communication with staff and other students to ensure social distancing is maintained particularly in communal and enclosed areas • Windows & doors should be opened where possible (do not wedge open fire doors or compromise the fire action plan). • Thoroughly clean the touch points of equipment pre and post use. • Supervision will be increased to ensure students are maintaining social distancing and following other controls. • Practice good hand hygiene. Wash hands either with hand sanitiser or soap and hot water on a regular basis and following contact with a hard surface. • Maximum occupancy signage will be provided on the entrance doors to all rooms. Do not exceed the occupancy stated. Occupancy will be monitored for compliance. 		MED	<ul style="list-style-type: none"> • Face shields and face coverings must be worn by staff and face coverings worn by students when a task requires both parties to work in close proximity • The use of face coverings in all communal areas including classrooms will be required. • The college recognizes the Hidden Disabilities Sunflower Face Covering Exempt Card and supports individuals who cannot wear a face covering due to underlying health problem. • PPE sharing is not permitted. Individuals to thoroughly clean their own reusable PPE following each use.
Communal areas	Contact with un-sanitised surfaces or coming into proximity of someone with Covid 19 and contracting the virus.	HIGH		<ul style="list-style-type: none"> • Hand sanitiser will be available at various locations throughout the communal areas. This must be used by all when entering and leaving the premises and following contact with a hard surface. • Floor markings to ensure 1m social distancing will be provided throughout the premises. Students are expected to respect social distancing and adhere to these distancing markers at all times. • COVID-19 specific posters and signage have been provided around premises to remind students of their responsibility. 		MED	.



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		HIGH		<ul style="list-style-type: none"> • Ensure there is no physical contact (handshaking etc.) between you and others. • Keep to the left going up or down the staircase. Avoid touching the handrails if possible. Priority will be given to those going down the stairs. Use the landing areas as passing points. • The use of face coverings in all communal areas will be required. 	MED	
Hand, respiratory and cough hygiene	Contact with un-sanitised surfaces or coming into proximity of someone with Covid 19 and contracting the virus.	HIGH		<ul style="list-style-type: none"> • CATCH IT, BIN IT, KILL IT. Catch all coughs and sneezes in a tissue or in the crook of the arm. Maintain good respiratory hygiene at all times. • Disposable, single-use tissues must be used to cover the nose and mouth when sneezing, coughing, or wiping and blowing the nose. Used tissues must be disposed of promptly in the nearest waste bin. • Practice good hand hygiene. Wash hands either with hand sanitiser or soap and hot water after coughing, sneezing, or following contact with a hard surface. • Keep hands away from the eyes, mouth, and nose at all times. • Social Distancing (Keep 1 Metres Apart). Practice social distancing at all times when carrying out works. 	MED	<ul style="list-style-type: none"> • Ensure students have access to an adequate stock of hand sanitiser / hand wash to help maintain hygiene levels. • Sanitising stations shall be located throughout the premises for students.
Shared Welfare – kitchen and toilets	Contact with un-sanitised surfaces or coming into proximity of someone with Covid 19 and contracting the virus	HIGH		<ul style="list-style-type: none"> • Enhanced cleaning of shared welfare areas will be implemented. • Students will be asked to stay on the college once they have entered it and not use local shops at break times. • Dedicated eating areas will be identified on the college to reduce food waste and contamination • Break times will be staggered to reduce congestion and contact with others. 	MED	



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		HIGH		<ul style="list-style-type: none"> • Hand cleaning facilities or hand sanitiser will be available at the entrance of any room where people eat and must be used by students when entering and leaving the area • Students must sit 1 metre apart from each other whilst eating and avoid all contact • Shared crockery, eating utensils, cups etc. must not be used. • Drinking water will be provided with enhanced cleaning measures of the tap mechanism introduced • Vending machines will be provided with enhanced cleaning of the touch points in place. • Tables used for eating food must be cleaned between each use. • All rubbish must be put straight in the bin and not left for someone else to clear up • All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs and door handles. 		MED	
Reception	Preventing the spread of COVID-19 in customer facing roles e.g. Reception	HIGH		<ul style="list-style-type: none"> • We will promote cashless transactions with contactless and chip in and pin being preferred. • When queuing at reception ensure social distancing is maintained by following floor markings. 		MED	
Enhanced Cleaning	Contact with non-sanitised surfaces. Carriers may cough or sneeze over surfaces and/or touch it with uncovered hands with	HIGH		<ul style="list-style-type: none"> • We will implement an enhanced cleaning rota throughout the campus. • Surfaces will be cleaned and disinfected daily by an external cleaning company. All work surfaces are appropriately cleaned in line with our cleaning and hygiene policies. 		MED	



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	no follow up cleaning of the surfaces.			<ul style="list-style-type: none"> Enhanced cleaning will pay extra focus to touch points and shared equipment. Students will be encouraged to clear their own rubbish into the bins provided. Where possible students will be asked to bring their own equipment to the premises such as headphones, USB drives and musical accessories, i.e. instruments, cables, drumsticks, plectrums, pop shields etc to prevent cross contamination. If a student develops COVID-19 while at a college, the area or room will be quarantined, and government guidance followed. 			
Mental Wellbeing	Risk of students and students unable or not maintaining their health and wellbeing.	HIGH		<ul style="list-style-type: none"> The college will promote mental health and wellbeing awareness to all students throughout the phased return to campus. Management are aware that changes to working arrangements may cause additional stress and affect student mental health and wellbeing. Concerns on workload issues or support needs are to be escalated to management. We promote an open-door policy for students to speak to lecturers whenever they feel the need to. 		MED	



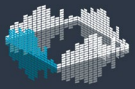
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<p>Confirmed Covid 19 on college or family member of someone on the college</p>	<p>Exposure to infected people and/or surfaces, etc.</p>	<p>HIGH</p>		<ul style="list-style-type: none"> • If an individual on the college has been informed of a family member contracting COVID 19 whilst on the campus they are to: <ul style="list-style-type: none"> ○ immediately stop work, inform the management where they have been working and surfaces potentially touched then leave the site ensuring they do not touch any further surfaces ○ Use transport method used to arrive at site ○ If they have no option but to use public transport, they should try to keep away from other people and catch coughs and sneezes in a tissue • All works stop immediately. Contact your lecturer. • Anyone in contact with the individual confirmed with Covid 19 must self-isolate for 10 days minimum or as government instructions • Areas of the college may have to close and go into deep clean procedure where individual has been working and all the welfare facilities. • Outbreak management – if 2 or more linked cases of COVID-19 are identified within 14 days or there is an increase in students absence rates due to suspected or confirmed COVID-19 the college will suspect an outbreak and will inform Health Protection Team. Further details are provided in the Operational Guidance document 	<p>MED</p>	<ul style="list-style-type: none"> • A close contact will not need to isolate if they have had both vaccines (and a two-week gap has passed since their second) and they can produce a negative PCR test.
<p>Fire & Emergency Evacuations</p>	<p>Exposure to infected people and/or surfaces, etc.</p>	<p>HIGH</p>		<ul style="list-style-type: none"> • Fire Emergency Procedures to be communicated to all students. • In the event of the Fire Alarm sounding out with scheduled Fire Alarm test the building 	<p>MED</p>	



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				<p>shall be evacuated in accordance with the Emergency Fire Action Plan.</p> <ul style="list-style-type: none"> • Evacuation procedure to follow the nearest and safest route (even if this contravenes COVID19 one-way systems in buildings). • Lecturers/Fire Marshalls to assist and direct emergency evacuation procedures. • Daily check on availability of Fire Marshalls. • All personnel should endeavour to maintain 1m distancing as much as practicable whilst evacuating buildings. • When at the Fire Assembly Point everyone must maintain 1m social distancing and this shall be supervised by the Fire Warden. 			
Singers & Wind & Brass Instruments – Rehearsal Rooms	Potential for aerosol production and the absence presently of developed scientific analysis to assess this specific risk	HIGH		<ul style="list-style-type: none"> • All singing and playing of wind/brass instruments will be within the controlled environment of the rehearsal rooms. • Musical groups will be positioned within the rehearsal room to accommodate social distancing. • There will be a maximum of 6 musicians permitted in each rehearsal room. • Singers and wind/ brass players will be positioned behind 2m high Perspex screens. • Only individual brass/wind players permitted within the rehearsal rooms – no groups. • The rehearsal rooms have been provided with enhanced ventilation to increase the fresh air ventilation rate. • Disposable microphone covers will be provided. Singers should remove and dispose of covers into the bin provided following each session. • Musicians will play instruments at a reduced volume during rehearsals 		MED	



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				<ul style="list-style-type: none">• Drummers will be encouraged to use hot rod drumsticks when rehearsing to reduce noise levels.• All surfaces will be cleaned and disinfected daily by a professional cleaning company.• Cleaning stations will be provided. These will include hand sanitiser and antibacterial wipes/ disinfectant spray. Students and will clean their hands-on entry and exit and clean down all equipment pre and post use.• UV disinfection lamps will in use for enhanced cleaning between classes.• Non singing or wind/brass playing musicians will be required to wear face coverings while in the rehearsal room.			
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