

Rocksteady Risk Assessment – Term-time Teaching

Activity:	Term-time Teaching
Band Leader	Brian Djokey

Location address:	Old Basing Infant School
Details of venue contact:	Tracey McCarley
Dates covered:	12.3.21 – 23.7.21

Details of Activity:	Term-time Teaching <ul style="list-style-type: none"> Band tuition and practice
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EMERGENCY ARRANGEMENTS	
First Aid	School Office for assistance
Any person discovering a fire:	Sound the alarm - call point adjacent to left hand side hall door out to the courtyard and evacuate via the hall doors onto the field.
On being told to evacuate:	Evacuate via the hall doors and courtyard onto the field where children will muster as a group.
Who will call for the Fire & Rescue Service if needed?	Automatic connection to emergency services when alarm is set off
Location of Assembly Point:	Far side of school field

NEAREST EMERGENCY SERVICES
Call 999

ORGANISER'S DECLARATION	
I have read this document and am satisfied that: <ul style="list-style-type: none"> It constitutes a suitable and sufficient risk assessment in respect of the teaching activity and that the precautions identified above are sufficient to control the risks. Appropriate arrangements are in place to communicate the risk assessment findings and to co-ordinate the safety arrangements of all those affected, e.g. staff, pupils and venue staff. 	
Name of Band Leader: Brian Djokey	Date: 5.3.21

Rocksteady Risk Assessment – Term-time Teaching

Introduction

These Risk Assessments have been drawn up in accordance with the *Management of Health and Safety at Work Regulations 1999* (UK) to identify the significant hazards presented during the event and to describe how the risks arising from such hazards will be controlled. These risk assessments also include additional Covid-19 control measures.

The process of risk assessment is ongoing, with dynamic assessments being conducted by competent coaches throughout the event. It is possible that the assessments in this document may be amended or augmented as new risks are identified or more refined control systems developed.

Risk Rating

Each assessment identifies two risk ratings; the initial risk which assesses the hazard without any controls in place.

The residual rating gives an indication of the resulting level of danger once all the controls identified have been implemented. For ease of reading these assessments have not utilised on simple grading of risk from high to negligible.

The risk rating has been drawn from the following table:

		Likelihood				
		Remote	Unlikely	Possible	Likely	Probable
Severity	Trivial	Negligible	Negligible	Low	Low	Medium
	Minor Injury	Negligible	Low	Medium	Medium	High
	Major Injury	Low	Low	Medium	High	High
	Single Fatality	Medium	Medium	High	High	High
	Multiple Fatalities	Medium	Medium	High	High	High

Definitions and Key

The following definitions have been used:

Remote:	Technically feasible, but no known instance or expectation of occurrence
Unlikely:	Incident not previously recorded but is conceivable
Possible:	Incident has occurred before and could happen again
Likely:	Incident has occurred more than once before and is likely to occur again
Probable:	Incident has happened repeatedly before and is expected again

Trivial:	Accident resulting in minimal personal injury
Minor Injury:	Accident resulting in injury requiring first aid treatment or repairable equipment damage
Major Injury:	Accident resulting in an injury as defined by RIDDOR or significant equipment damage
Single Fatality:	Accident directly resulting in the death of a single person
Multiple Fatalities:	Accident directly resulting in the death of more than one person

The resulting combination of probability and severity of outcome results in the following Risk Rating:

Negligible:	No further action required
Low:	Control of hazards is acceptable and will require monitoring
Medium:	Control of risks is tolerable but further action necessary
High:	Hazards must be controlled further to avoid death or injury

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Task or Activity:	Loading/Unloading of Band Equipment
Hazards:	Manual Handling

Likelihood:	Likely	Severity:	Significant Injury
People at Risk:	Rocksteady Staff		

Initial Risk Rating:	Medium
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Existing Controls:	
<ul style="list-style-type: none"> An adequate number of people will be used when unloading, manoeuvring and installing equipment. Utilise any facilities that are available at the venue, such as additional help, trolleys etc. Good handling techniques should be followed: <ul style="list-style-type: none"> -Think before lifting - remove obstructions, -Keep the load close to the body, -Adopt a stable position with good posture, -Get a good hold, - Avoid excessive flexing/twisting/leaning. People should not handle more than can be easily managed Equipment should be transported as close to the venue as possible. Vehicles must be stationary before loading/unloading. <p>Covid-19</p> <ul style="list-style-type: none"> Staff should use hand-sanitiser prior to handling equipment. Equipment should be kept to a minimum. Avoid passing equipment between people. Dual lifts should be avoided, with equipment handling minimised and restricted. 	
Further Action Required:	
<ul style="list-style-type: none"> Access routes identified for emergency vehicles must remain clear at all times. 	
Residual Risk Rating:	Low

Task or Activity:	Use of Electrical Equipment
Hazards:	Electric Shock, electrical fire, burns

Likelihood:	Likely	Severity:	Major Injury
People at Risk:	Rocksteady staff and pupils		

Initial Risk Rating:	High
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Existing Controls:	
<ul style="list-style-type: none"> Electrical equipment is sourced from a reputable supplier and subject to routine test / inspection. Equipment and connections should be visually inspected before use. Power supply from a dedicated supply will not overload the rated maximum supply current. Mains supply to be suitably fused and RCD's installed. Faulty electrical equipment should be clearly identified and removed from service. Electrical equipment is subject to PAT testing. Participants should not use their own portable electrical equipment. Pupils will be supervised at all times. 	
Further Action Required:	
<ul style="list-style-type: none"> None 	
Residual Risk Rating:	Low

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Task or Activity:	Rocksteady Teaching Session
Hazards:	Injuries from slips/trips such as cuts, grazes and bruises

Likelihood:	Possible	Severity:	Minor - Major
People at Risk:	Rocksteady staff and pupils		

Initial Risk Rating:	Medium
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Existing Controls:	
<ul style="list-style-type: none"> Activity will be supervised by a member of experienced Rocksteady staff. Rocksteady staff will provide clear instruction and safety briefing. The activity will take place at an appropriate space. Sessions will be restricted to appropriate numbers of pupils for the number of Rocksteady staff and space. Adequate supervision will be in place at all times. Equipment will be set up to minimise trailing cables. Cables will be ramped or taped where appropriate. Hazard checks should be carried out at the start of the session. <p>Covid-19</p> <ul style="list-style-type: none"> Staff and pupils should use hand-sanitiser prior to the teaching session. Band stations will be set up to ensure 2m social distancing between children from different class bubbles. Equipment should be cleaned with disinfectant wipes prior and post each band's use. All cleaning products are validated against enveloped viruses including SARS coronaviruses. 	
Further Action Required:	
<ul style="list-style-type: none"> Rocksteady staff have been trained in managing child behaviour. 	
Residual Risk Rating:	Low

Task or Activity:	Participant Behaviour
Hazards:	Sprains, bruising and grazes

Likelihood:	Possible	Severity:	Minor - Major
People at Risk:	Rocksteady staff and pupils		

Initial Risk Rating:	Medium
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Existing Controls:	
<ul style="list-style-type: none"> Pupils will be supervised at all times. In the event of any poor participant behaviour the venue staff will be informed and arrangements made for the pupil to be removed from the session. <p>Covid-19</p> <ul style="list-style-type: none"> Staff and pupils must maintain 2m social distancing. 	
Further Action Required:	
<ul style="list-style-type: none"> Rocksteady staff will have access to a senior member of staff whilst teaching lessons to support any difficulties with children's behaviour. 	
Residual Risk Rating:	Low

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Task or Activity:	Problems relating to the Evacuation of Premises
Hazards:	Fire

Likelihood:	Possible	Severity:	Major
People at Risk:	Rocksteady staff, pupils and concert guests		

Initial Risk Rating:	Medium
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Existing Controls:	
<ul style="list-style-type: none"> • Venue’s fire safety procedure will be followed. • Evacuation will be supervised and all Rocksteady staff. Pupils will be accounted for at the fire assembly point. • Fire escape routes will be kept clear at all times, including fire brigade access. <p>Covid-19</p> <ul style="list-style-type: none"> • In the event of an emergency evacuation the usual emergency evacuation routes should be used. • 2m social distancing should be maintained at the assembly point. 	
Further Action Required:	
<ul style="list-style-type: none"> • Rocksteady staff will be familiar with the venue’s fire safety arrangements, including how to raise the alarm. 	
Residual Risk Rating:	Low

Task or Activity:	Someone becoming Ill or Injured
Hazards:	Inadequate First Aid Provision

Likelihood:	Possible	Severity:	Minor - Major
People at Risk:	Rocksteady staff and pupils		

Initial Risk Rating:	Medium
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Existing Controls:	
<ul style="list-style-type: none"> • On-site first aid cover will be provided by a trained first-aider. • A first-aid kit will be available. • Rocksteady staff will have access to a fully charged mobile phone. • Rocksteady staff will be familiar with the venue’s first-aid arrangements. • Rocksteady medical forms are completed. <p>Covid 19:</p> <ul style="list-style-type: none"> • If a child has symptoms of Covid 19 whilst attending their lesson, Rock Steady staff will call for assistance from the school office to ensure the school’s procedures for isolating a child are carefully followed 	
Further Action Required:	
<ul style="list-style-type: none"> • Any accidents or incidents should be recorded on a Rocksteady accident form and e-mailed to d.selmes@oldbasing.hants.sch.uk for the school’s records • No medication will be administered by Rocksteady staff. 	
Residual Risk Rating:	Low

Rocksteady Risk Assessment – Term-time Teaching

Task or Activity:	Junior Participants
Hazards:	Inadequate safeguarding provision

Likelihood:	Possible	Severity:	Minor - Major
People at Risk:	Participants		

Initial Risk Rating:	Medium
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<p>Existing Controls:</p> <ul style="list-style-type: none"> • All Rocksteady staff have been DBS checked. • No unauthorised adults will be present at the teaching session. • Any safeguarding concerns will be reported to the Rocksteady Safeguarding Officer, in line with the Rocksteady Safeguarding Policy • Appropriate communication between Rocksteady staff will be maintained at all times. • All safeguarding concerns will be communicated to the school’s Designated Safeguarding Lead who is Tracey McCarley <p>Covid-19</p> <ul style="list-style-type: none"> • An assessment on understanding and maturity should be carried out if children are between 5 and 8 years, as to whether they can maintain social distancing. • Children over 9 are considered mature enough to maintain social distancing. • Rocksteady will work with the school prior to teaching to ensure practical measures are in place (such as class bubbles) to ensure social distancing is managed in a suitable way for the children in that school

Further Action Required:
<ul style="list-style-type: none"> • Rocksteady will report any concerns to an appropriate member of staff at the venue.

Residual Risk Rating:	Low
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