

## Serenity Sensory Music ~ Risk Assessment



<b><u>Business Name:</u></b>	<b><u>Assessed By:</u></b>	<b><u>Date Written:</u></b>	<b><u>Venue:</u></b>	<b><u>Date Reviewed:</u></b>
Serenity Sensory Music	Laura Seymour	February 2022	The Serenity Sensory Room, 73 Nightingale Way, Westfield, Radstock, BA3 4NL	07/02/2022
Serenity Sensory Music	Laura Seymour	February 2022	The Hive Community Centre, Bath Road, Peasedown St John, BA2 8DH	07/02/2022

Risk Assessment of - Serenity Sensory Music sessions taking place at:  
The Serenity Sensory Room, 73 Nightingale Way, Westfield, Radstock, BA3 4NL  
and  
The Hive Community Centre, Bath Road, Peasedown St John, BA2 8DH

## Risk Assessment of - Coronavirus (Covid-19)

This risk assessment addresses the management of risk associated with contracting COVID 19 within the settings.

It is underpinned by the following systems of control. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below

### Prevention:

1. ensure good hygiene for everyone
2. maintain appropriate cleaning regimes
3. keep occupied spaces well ventilated
4. follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

The Risk assessment takes into consideration the following school documentation and should be read alongside these documents for more information

### Consider:

1. **Serenity Sensory Music - Policies and Documents available on website:** [www.serenitysensorymusic.co.uk](http://www.serenitysensorymusic.co.uk)

<p>L= Low Risk M=Medium Risk H= High Risk</p>	<p>If 'low' risk then controls are fit for purpose If 'medium' then risk controls will be covered in existing risk controls</p>
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What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating	Additional Controls	Action / monitored by whom?	Action/ monitored by when?
Medical & personal needs	Laura Seymour  Participants  Parents / carers	Medical emergency.  Medication needed to be administered.	Medical information, medication & relevant details taken where appropriate.  Laura Seymour to carry mobile phone in order to contact parent/carer if necessary.  Parents / carers made aware that they are specifically responsible for supervising the medical needs and the administration of medication to their own child.	M	Parents/ carers to inform Laura Seymour of any medical needs where necessary.	Action: Laura Seymour  Monitoring : Laura Seymour	All actions in place for February 2022 public launch  Reviewed monthly
Accident / Injury during Serenity Sensory Music Session	Laura Seymour  Participants  Parents / carers	Accidental injury caused by misuse of equipment, lights, instruments, sensory items or furniture.	First Aid box to be available and easily accessible.  First Aider on site. Laura Seymour is a qualified first aider.  Laura Seymour to carry mobile phone in order to contact parent/carer if necessary.  In the case of an emergency, call 999 for further support.  All electrical equipment to be PAT tested.  Participants to be made aware of electrical safety.  Participants to be made aware of water safety - bubble tube.  Public Liability Insurance held by Laura Seymour - Serenity Sensory Music.	M	First Aider on site.  Laura Seymour is a qualified first aider.	Action: Laura Seymour  Monitoring : Laura Seymour	All actions in place for February 2022 public launch  Reviewed monthly
Getting lost	Laura Seymour  Participants	Potential for participants to wander off.	Participants aware of what to do if lost.  Participants supervised by parents/ carers before and after sessions – any meeting points, times etc clearly agreed.	L		Action: Laura Seymour	All actions in place for February 2022 public launch

## Risk Assessment - Serenity Sensory Music

	Parents / carers		<p>Any participants at risk of walking, wandering or running off must have a parent/carer present during the session.</p> <p>Frequent head counts of participants &amp; responsibilities of Laura Seymour as leader of Serenity Sensory Music defined &amp; discussed.</p> <p>Laura Seymour to carry mobile phone in order to contact parent/carer if necessary.</p>			Monitoring : Laura Seymour	Reviewed monthly
Access to the General Public	Laura Seymour  Participants  Parents / carers	Moving around venues.	<p>Participants supervised by parents/ carers before and after sessions – any meeting points, times etc clearly agreed.</p> <p>Any participants at risk of walking, wandering or running off must have a parent/carer present during the session.</p> <p>Frequent head counts of participants &amp; responsibilities of Laura Seymour as leader of Serenity Sensory Music defined &amp; discussed.</p> <p>Laura Seymour to carry mobile phone in order to contact parent/carer if necessary.</p> <p>Participants to be reminded about appropriate behaviour, and discouraged from approaching strangers without permission from the supervising adult / parent / carer.</p>	M		Action: Laura Seymour  Monitoring : Laura Seymour	All actions in place for February 2022 public launch  Reviewed monthly
Inside Serenity Sensory Music Sessions - at venues	Laura Seymour  Participants  Parents / carers	Adult:child ratio during sessions at venues	<p>Participants and parents / carers briefed on behaviour expectations when attending Serenity Sensory Music sessions.</p> <p>Appropriate ratio of adults to children - following the NSPCC guidelines</p> <ul style="list-style-type: none"> <li>● <b>0 - 2 years</b> - one adult to three children</li> </ul>	L		Action: Laura Seymour  Monitoring : Laura Seymour	All actions in place for February 2022 public launch  Reviewed monthly

## Risk Assessment - Serenity Sensory Music

			<ul style="list-style-type: none"> <li>● <b>2 - 3 years</b> - one adult to four children</li> <li>● <b>4 - 8 years</b> - one adult to six children</li> <li>● <b>9 - 12 years</b> - one adult to eight children</li> <li>● <b>3 - 18 years</b> - one adult to ten children</li> </ul> <p><a href="https://learning.nspcc.org.uk/research-resources/briefings/recommended-adult-child-ratios-working-with-children">https://learning.nspcc.org.uk/research-resources/briefings/recommended-adult-child-ratios-working-with-children</a></p>				
Using the toilet / bathroom	Laura Seymour Participants Parents / carers	Personal hygiene and intimate care needs during Serenity Sensory Music session	<p>Participants made aware where the toilets are located.</p> <p>When the use of toilets in the venue is required, participant will be accompanied by the parent / carer (supervising where necessary).</p> <p>Participants and parent / carer to be informed that all personal hygiene and intimate care responsibilities are to be followed and upheld by the parent / carer.</p> <p>Safeguarding policy to be followed by Laura Seymour.</p> <p>Parents / carers made aware of Safeguarding policy.</p>	L	<p>Safeguarding policy made available on website</p> <p>Personal hygiene and intimate care needs to be met by parents / carers.</p>	<p>Action: Laura Seymour</p> <p>Monitoring : Laura Seymour</p>	<p>All actions in place for February 2022 public launch</p> <p>Reviewed monthly</p>
Taking of photographs / videos during Serenity Sensory Music sessions	Laura Seymour Participants Parents / carers	Misuse of taking and sharing photographs, video and / or recordings	<p>Media permission form to be signed by parent/carer before any photography, videos or recordings are allowed to take place.</p> <p>Parents / carers may take photographs during 1:1 sessions of their own child.</p> <p>No photographs to be taken by participants or parents / carers during group sessions. However photographs can be taken by Laura Seymour during group sessions - following agreed media permission form submissions.</p> <p>If any one participant in a group session does not have video or</p>	M	<p>Safeguarding policy available on website</p> <p>Media permission form available on website</p>	<p>Action: Laura Seymour</p> <p>Monitoring : Laura Seymour</p>	<p>All actions in place for February 2022 public launch</p> <p>Reviewed monthly</p>

			<p>recording permission - then no videos or recordings are to be taken during that session.</p> <hr/> <p><b><u>Serenity Sensory Music Media Permission Form</u></b></p> <p>Serenity Sensory Music would like your permission to use photographs, recordings and video clips of participants during the sensory music sessions to promote and share on the website, on social media and to use for promotional purposes.</p> <p><b><u>Declaration</u></b></p> <p>I understand that once permission is given, the following media may be used for a variety of purposes without further notification.</p> <p>I further acknowledge that I will not be compensated for these uses of the media including: photographs, recordings video clips, and any derivative works created from them,</p> <p>and that Serenity Sensory Music owns all rights to the use of it, as agreed on this form.</p> <hr/> <p>Safeguarding policy to be followed by Laura Seymour.</p> <p>Parents / carers made aware of Safeguarding policy.</p>				
Risk of coronavirus from Serenity Sensory Music	Staff and students including external staff	Acute health complications and potential death as a result of contracting COVID-19	<p>Participants and parents / carers briefed on coronavirus expectations when attending Serenity Sensory Music sessions.</p> <hr/>	M	CORONAVIRUS DECLARATION FORM available on website	Action: Laura Seymour Monitoring : Laura	All actions in place for February 2022 public launch Reviewed

sessions			<p>CORONAVIRUS DECLARATION FORM</p> <p>Due to the ongoing situation with coronavirus (Covid-19), we require all visitors and participants attending Serenity Sensory Music to make a health declaration. Serenity Sensory Music will rely on this declaration to protect your health and the health of staff as well as other visitors and participants.</p> <p>Each visitor must complete this form prior to their appointment, please return your completed form a maximum of 48 hours BEFORE your visit Serenity Sensory Music.</p> <p>1. I confirm that I will not attend Serenity Sensory Music, and agree to cancel my appointment if any of the following apply:</p> <p>I am currently experiencing any of the Covid-19 main symptoms, including:</p> <p>a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</p> <p>a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</p> <p>a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</p> <p>I am aware, that either I have or someone else in my household has been in contact with a person with a confirmed case of Covid-19 in the past 10 days.</p> <p>I am awaiting the results of a Covid-19 test.</p>		Safeguarding policy available on website	Seymour	monthly
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			<p>I live with someone who is:</p> <p>self-isolating due to experiencing Covid-19 symptoms, or waiting for Covid-19 test results.</p> <p>2. I agree to comply with all applicable government guidance on social distancing and self-isolation during my visit and any site rules issued by Serenity Sensory Music including wearing a facemask at all times, unless medically exempt.</p> <p>If you are unable to make the above declaration, please contact Serenity Sensory Music to cancel your appointment and do not attend your Serenity Sensory Music session.</p> <p>NOTE: Please only return this form a maximum of 48 hours BEFORE your visit Serenity Sensory Music.</p> <p>If during your visit you experience any of the above symptoms, you must immediately notify Laura Seymour at Serenity Sensory Music.</p> <p>We are collecting and processing this personal data in accordance with our privacy policy and on the basis of it being necessary for the purposes of our legitimate interests in protecting the health of our staff as well as other visitors and participants.</p> <p>We do this as a preventive measure to mitigate the risk of a Covid-19 outbreak. This declaration form will be retained until the Government's Covid-19 Threat Level reduces to 1, unless a longer period is required by the public authorities or for the purposes of litigation.</p>				
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			<p>Safeguarding policy to be followed by Laura Seymour.</p> <p>Parents / carers made aware of Safeguarding policy.</p>				
Poor hygiene	People who are extremely clinically or clinically vulnerable to complications from COVID19	Increase in the rate of infection transmission Acute health complications and potential death as a result of contracting COVID-19	<p>Link to Schools Covid-19 operational guidance.: schools; HSE guidance on hygiene and hand sanitiser.</p> <p>Hand-washing routines built into school culture ensuring Laura Seymour, participants, parents / carers clean hands thoroughly more often than usual including when they arrive at sessions, and again before they leave.</p> <p>Adult supervision in place for the use of hand sanitiser gel when this is used instead of soap and water (see separate hand sanitiser gel risk assessment).</p> <p>Ensure good respiratory hygiene - use tissues to catch coughs and sneezes and dispose of these in a bin.</p> <p>Adults regularly draw attention to posters on hand and respiratory hygiene displayed in key areas.</p> <p>Use of strategies to support participants to understand the new processes e.g. supported learning to understand the new systems/routes around the building, social stories, meaningful symbols etc.</p>	M		<p>Action: Laura Seymour</p> <p>Monitoring : Laura Seymour</p>	<p>All actions in place for February 2022 public launch</p> <p>Reviewed monthly</p>
Coming into contact with infected surfaces /resources	Laura Seymour  Participants  Parents / carers	Acute health complications and potential death as a result of contracting COVID-19	<p>Link to Guidance on Cleaning Non-Healthcare settings</p> <p>Venue staff will spray down every table &amp; door handle when entering and exiting rooms with anti bac spray. This must take place before a new group enters the room.</p> <p>Staff need to report when they are running low on cleaning</p>	M	Site team and cleaning team briefed regarding effective cleaning controls.	<p>Action: Laura Seymour</p> <p>Monitoring : Laura Seymour</p>	<p>All actions in place for February 2022 public launch</p> <p>Reviewed monthly</p>

	and the wider community accessing a public venue		<p>materials so the cleaning buckets can be restocked</p> <p>Daily cleaning by venue staff following a cleaning schedule/Weekly deep cleaning following a cleaning schedule</p> <p>All cleaning products will meet the European Standard BS EN 1276</p> <p>Rooms with suspected Covid 19 symptoms to be deep cleaned and waste stored for 72 hours before disposal</p> <p>Hand sanitiser made available in Serenity Sensory Music sessions</p>		Cleaning spotchecked. Access to cleaning resources in all rooms Add more visual signs to support clarity of the guidance within cleaning		
<p>Coming into contact on site with those that have symptoms</p> <p>Coming into contact with large or differing groups</p> <p>Risk of infection transmission at drop off and collection times</p>	<p>Laura Seymour</p> <p>Participants</p> <p>Parents / carers</p> <p>and the wider community accessing a public venue</p>	Acute health complications and potential death as a result of contracting COVID-19	<p>Link to Testing information; Government Guidance on safe working including PPE; Government Stay at Home advice</p> <p>Venue staff, participants and parents / carers will not come into the venue if they have coronavirus symptoms or have tested positive in the last 10 days.</p> <p>Parents and venue staff made aware of the need to confirm test outcomes with Serenity Sensory Music where necessary.</p> <p>Close contacts will be identified by the NHS track and trace, Serenity Sensory Music is no longer expected to undertake contact tracing.</p> <p>Due to the nature of the participants that take part in Serenity Sensory Music sessions, it is important that we support families with contact tracing.</p> <p>People from the venue will only be contacted if they have been identified as a close contact.</p> <p>Individuals are not required to self-isolate if they live in the same household as someone with covid 19 or are a close</p>	M	<p>Refer to government guidance links</p> <p>Posters for classes with clear handwashing instructions/Catch it, Kill it, Bin it Visual signs to support clarity of the guidance within spaces- 1m 2m</p> <p>Cleaning plans in place</p> <p>Short term addition (when necessary) – All venue staff should wear a</p>	<p>Action: Laura Seymour</p> <p>Monitoring : Laura Seymour</p>	<p>All actions in place for February 2022 public launch</p> <p>Reviewed monthly</p>

<p>Risk of Coronavirus from staff accessing shared staff spaces</p>		<p>contact with someone with covid-19 if any of the following apply: They are fully vaccinated They are below the age of 18 years and 6 months They have taken part in or are currently taking part in an approved covid-19 vaccine trial They are not able to get vaccinated for medical reasons</p> <p>All close contacts will be advised to take a PCR test.</p> <p>Students aged over 18 and 6 months will be treated the same way as adults, if they choose not to get vaccinated they will need to self-isolate if identified as a close contact.</p> <p>The area around the person with symptoms must be cleaned with suma bac disinfectant after they have left the school.</p> <p>Venue staff must wear aprons and gloves to do this. All PPE worn for this cleaning and blue roll must be double bagged and stored securely for 72 hours.</p> <p>This cleaning must include contact points which will include door frames / handles / edges, tables and worktops, chairs and exposed equipment.</p> <p>Venue staff should follow the COVID action checklist provided.</p> <p>Participants must be supported to clean their hands regularly arrive at the venue.</p> <p>Venue staff should maximise their own hand washing opportunities, especially when working with students who spit.</p> <p>Venue staff, participants and parents / carers are made aware of where the nearest sinks are, and the room will be supplied with hand sanitiser and soap.</p>		<p>face covering when accessing communal areas of the school (unless they are exempt).</p>		
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			<p>Participants, venue staff, parents / carers and other adults will follow the 'catch it' 'kill it' 'bin it' approach.</p> <p>Tissues and bins will be available in the room.</p> <p>Where participants are unable to follow this approach, the venue staff should ensure they maximise cleaning and should support the student to wash their hands after sneezing.</p> <p>Tables should be wiped down with antibac spray if they have been sneezed on.</p> <p>Masks are only recommended when in an enclosed and crowded space where individuals come in to contact with people they do not normally meet (unless exempt).</p> <p>Visual signs to support clarity of the guidance within spaces</p>				
Ingesting hand sanitiser	Participants who are unaware that hand sanitiser must not be ingested	Intoxication and irritation	<p>Venue staff will supervise students to use hand sanitizer.</p> <p>In sessions where the risk of ingestion is higher, hand sanitizer should be kept out of participant reach.</p> <p>Hand sanitizer around the venue will be available from pumps which limit the amount a participant can access in one go.</p>	L	Safety displays	<p>Action: Laura Seymour</p> <p>Monitoring : Laura Seymour</p>	<p>All actions in place for February 2022 public launch</p> <p>Reviewed monthly</p>
Non attendance due to fear of coronavirus or due to ill health	<p>Laura Seymour</p> <p>Participants</p> <p>Parents / carers</p>	Loss of earnings	Follow cancellation policy	L	Cancellation policy available on website	<p>Action: Laura Seymour</p> <p>Monitoring : Laura Seymour</p>	<p>All actions in place for February 2022 public launch</p> <p>Reviewed monthly</p>
Mental	Staff		Inform parents / carers about steps that Serenity Sensory Music	M	Signpost staff	Action:	All actions in

Risk Assessment - Serenity Sensory Music

<p>health and wellbeing affected anxiety about Covid-19 through isolation or</p>	<p>Parents/Carers Pupils</p>		<p>is taking to reduce the risk of infection transmission.</p> <p>Venue staff will make time to talk with parents / carers where there are concerns about children returning to sessions.</p> <p>Provide staff and parents/carers with information and links to mental health and wellbeing support networks.</p> <p>Venue staff who are feeling anxious should in the first instance raise their concerns with the manager of the venue.</p> <p>Laura Seymour will complete safeguarding and child protection training. An annex to the Safeguarding and Child Protection Policy will ensure that staff are vigilant in respect of the part they play in safeguarding children.</p> <p>Referrals for multiagency support will be made as appropriate and in partnership with parents/carers wherever possible.</p>		<p>to relevant local groups and mental health information</p>	<p>Laura Seymour</p> <p>Monitoring : Laura Seymour</p>	<p>place for February 2022 public launch</p> <p>Reviewed monthly</p>
<p>Poor workplace ventilation</p>	<p>Laura Seymour</p> <p>Participants</p> <p>Parents / carers</p> <p>Visitors and the wider community accessing a public venue</p>	<p>Acute health complications and potential death as a result of contracting COVID-19</p>	<p>Maximise ventilation to help reduce the risk of spreading coronavirus by opening windows and doors to increase the supply of fresh air and prevent pockets of stagnant air whilst ensuring the site remains secure and fire doors remain closed.</p> <p>During colder times, windows should be opened just enough to provide constant background ventilation. You should use higher-level windows where possible to avoid draughts. Increase ventilation during times when rooms are unoccupied. Allow participants to wear warm clothes. Consider moving furniture to avoid sitting in a draft. You should balance the need for increased ventilation while maintaining a comfortable temperature.</p> <p>Consider ventilation for events when visitors are on site such as an open day or during taster sessions.</p>	<p>M</p>		<p>Action: Laura Seymour</p> <p>Monitoring : Laura Seymour</p>	<p>All actions in place for February 2022 public launch</p> <p>Reviewed monthly</p>

Reviewed By:	
Laura Seymour	07/02/2022