

## **Risk Assessment COVID-19 – September 2020**

Organisation: North Yorkshire Music Therapy Centre

Location: The Byre, Wath Court, York YO624NN

Description of the event: music therapy individual and group sessions

Assessment carried out by: Laura Festa, Director of Music Therapy

Date 10.09.2020

Review date: ongoing, following government guidance updates

This risk assessment is intended for sessions at the Byre. However, measures highlighted in blue will be used for sessions in other indoor settings.

List of significant hazards	Who might be harmed	Type of harm	Existing controls	Further actions
1. Changes to official COVID19 guidance and advice	Staff, parents/carers and clients	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• NYMTC regularly refers to official advice from the official COVID-19 Guidance, BAMT and HCPC Guidelines and inform parents/carers and clients of arrangements as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Regular update from the official COVID-19 Guidance and from the BAMT and HCPC Websites.</li> </ul>
2. Spread of Covid-19 to and from staff, clients, parents/carers	Staff, parents/carers and clients	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Parents/carers, clients and staff have been made aware of the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel.</li> <li>• Use of private transport is recommended.</li> <li>• Public transport should be avoided whenever possible. If public</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain air circulation</li> <li>• Put signs up to remind people to maintain social distancing</li> <li>• Put signs up to remind people to wash their hands</li> <li>• If people can't wash hands, provide information (put a sign up) about how and when to use hand sanitiser</li> </ul>

			<p>transport has to be used, staff, parents and clients are advised to follow social distancing rules and thoroughly wash their hands with running water and hand soap for at least 20 seconds on arrival to the centre (Hand sanitizer is also available at reception and in the room).</p> <ul style="list-style-type: none"> <li>• Ensure staff and parents/carers follow social distancing rules in car parking areas and in their movement around the Centre.</li> </ul>	
3. Vulnerable & extremely vulnerable parents/carers and children with pre-existing health conditions	Staff, parents/carers and clients	Becoming seriously ill from the effects of coronavirus, potential to be life threatening	<ul style="list-style-type: none"> <li>• Staff, and the parents/cares of clients who are classed as clinically</li> </ul>	

			<p>vulnerable (but not clinically extremely vulnerable) must follow medical advice as to whether their child/client is able to attend or not. If medical advice permits the client to attend NYMTC sessions, an individual risk assessment will be carried out in consultation with the parents and other relevant parties. This will be reviewed on a regular basis.</p>	
<p>4. Spread of COVID-19 virus via germs on surfaces and furniture within the area</p>	<p>Staff, clients, parents/carers</p>	<p>Potential spread of infectious disease</p>	<ul style="list-style-type: none"> <li>• Guidance is provided for families/carers to ensure they understand, and are familiar with revised physical arrangements.</li> </ul>	<ul style="list-style-type: none"> <li>• Put signs up to remind people to maintain social distancing</li> <li>• Put signs up to remind people to wash their hands</li> </ul>

			<ul style="list-style-type: none"> <li>• All families and clients with carers are briefed on the approaches regarding how NYMTC will operate in the current situation.</li> <li>• Clients and carers will be made aware of entrance/exit to the building, designated hand washing stations and toilets.</li> <li>• Clients and carers will be spaced as far apart as possible aiming for at least 2 metres.</li> <li>• All staff, clients and parents/carers are required to follow guidelines regarding washing hands thoroughly with running water and hand soap for at least</li> </ul>	<ul style="list-style-type: none"> <li>• If people can't wash hands, provide information (put a sign up) about how and when to use hand sanitiser</li> <li>• Put a sign up about the "Catch it, Bin it, Kill it" guidance.</li> <li>• provide extra bins for staff and clients to throw away their waste face coverings and PPE, and any other additional waste, such as takeaway packaging and disposable tableware</li> <li>• make sure that staff and customers do not put face coverings and PPE in a recycling bin as they cannot be</li> </ul>
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			<p>20 seconds upon arrival, after using the toilet and touching equipment, instruments, toys on site and use the hand sanitiser at the point of entry.</p> <ul style="list-style-type: none"><li>• Equipment, instruments and materials are not shared by either staff, clients or parents/carers.</li><li>• Equipment, instruments and materials will be thoroughly cleaned at the end of each session.</li><li>• Everyone follows the “Catch it, Bin it, Kill it” guidance to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be</li></ul>	<p>recycled through conventional recycling facilities</p> <ul style="list-style-type: none"><li>• make sure bins are emptied often so they do not overflow and create litter</li></ul>
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			<p>washed immediately after disposal) and reminded how to catch coughs and sneezes in the crook of the elbow rather than in the hands (if a tissue is not readily available)</p> <ul style="list-style-type: none"><li>• Hand sanitiser is made available at entrance.</li><li>• While ensuring fire regulations and safeguarding considerations are adhered to, entrance doors will be propped open to avoid touching surfaces at the beginning and end of sessions.</li><li>• An enhanced cleaning schedule is followed for frequently</li></ul>	
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			<p>touched objects such as door and window handles, taps, desk/table tops, equipment, furniture, and toilet facilities.</p> <ul style="list-style-type: none"> <li>• All occupied areas will be thoroughly cleaned at the end of the day.</li> <li>• To facilitate social distancing and to limit the amount of touchable surfaces, unnecessary items have been removed from the communal spaces.</li> <li>• Waste bins are emptied at least daily or more often as necessary and the contents disposed of safely.</li> </ul>	
5. Spread of COVID-19 virus via air borne particles	Staff, clients and parents/carers	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• COVID-19 guidance on implementing social distancing in</li> </ul>	<ul style="list-style-type: none"> <li>• Put signs up to remind people to maintain social distancing</li> </ul>



			<p>indoor settings is implemented and reviewed regularly.</p> <ul style="list-style-type: none"> <li>• Clients and carers will be asked to socially distance themselves from staff and other families and to stay within their family groups.</li> </ul>	<ul style="list-style-type: none"> <li>• Put signs up to remind people to wash their hands</li> <li>• Put signs up to remind people to sanitise their hands</li> </ul>
6. Staff or clients and carers displaying signs of COVID-19 before, or while in session	Staff, clients and parents/carers	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Staff and families, clients and carers are not permitted to attend if they know they have come in contact with someone with virus symptoms, or have experienced symptoms themselves.</li> <li>• Staff who have assisted someone who has taken ill with COVID-19 symptoms will wash their hands with warm</li> </ul>	<ul style="list-style-type: none"> <li>• Put a sign up on guidance for people displaying signs of COVID-19 before, or while in session</li> </ul>

			<p>running water and soap for a minimum of 20 seconds. They do not need to go home unless they display the symptoms themselves.</p> <ul style="list-style-type: none"><li>• Staff who have been in contact with someone who has taken ill with COVID-19, will need to self-isolate following current government guidance for staying at home, and arrange testing.</li><li>• Staff showing symptoms are sent home and reminded to self-isolate following current government guidance for</li></ul>	
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			<p>staying at home, and arrange testing.</p> <ul style="list-style-type: none"><li>• If a client or parent/carer displays symptoms they will not be permitted to remain in the session.</li><li>• If an individual, showing COVID-19 symptoms, needs to use the toilet while waiting to go home, they will use a separate toilet if possible. The toilet will then be cleaned and disinfected before being used by anyone else.</li><li>• Public health advice will be followed regarding whether any groups need to self-isolate as a result of a</li></ul>	
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			member of staff or client displaying COVID-19 symptoms.	
7. Need for Personal Protective Equipment (PPE)	Staff, children and parents/adults	Potential spread of infectious disease	<ul style="list-style-type: none"> <li>• Clients, carers/parents and therapists will make use of the appropriate PPE</li> </ul>	<ul style="list-style-type: none"> <li>• Put a sign with the correct procedure to dispose of personal or business waste, including face coverings and personal protective equipment (PPE)</li> <li>• provide extra bins for staff and clients to throw away their waste face coverings and PPE, and any other additional waste, such as takeaway packaging and disposable tableware</li> <li>• make sure that staff and customers do not put face coverings</li> </ul>

				<p>and PPE in a recycling bin as they cannot be recycled through conventional recycling facilities</p> <ul style="list-style-type: none"> <li>• make sure bins are emptied often so they do not overflow and create litter</li> </ul>
8. Session room risks	Staff, clients, parents/carers	Risk of injury/harm	<ul style="list-style-type: none"> <li>• All families or individual clients will be allocated some instruments for their sole use during the session. It is the parents/carers responsibility to monitor the clients use of these items.</li> <li>• Instruments, materials will be disinfected at the end of each session.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide hand sanitiser and wipes in the room</li> <li>• Put signs up to remind people to maintain social distancing</li> <li>• Put a sign up about the “Catch it, Bin it, Kill it” guidance.</li> <li>• Provide bins</li> </ul>

\*Put a sign with the correct procedure to dispose of personal or business waste, including face coverings and personal protective equipment (PPE)

*Remove PPE carefully, and avoid touching the inside of your face covering. After you remove your PPE or face covering, wash your hands or use hand sanitiser. If you need to throw away used face coverings or PPE, such as gloves:*

- *dispose of them in your 'black bag' waste bin at home or at work, or a litter bin if you're outside*
- *do not put them in a recycling bin as they cannot be recycled through conventional recycling facilities*
- *take them home with you if there is no litter bin - do not drop them as litter*

LF – 10<sup>th</sup> September 2020.