

FUNCTION: KARBON HOMES	ACTIVITY/TRADE; External singing events & Activities Retirement Living
RA REF: COV/KH/RL/Singing/events/02	Date 17/06/2021
TASK; Covid 19- Retirement Living external singing event & Activities	Revision 2 Creator: Stacey Dobson / Sarah Dawson / Paul Wailes

KEYNOTE: ▪ **External activity organisers – to provide Risk Assessments prior to commencing activities. Where possible all activities to be carried out, outdoors.**

HAZARD	Who could be harmed		RISK	Initial Risk Rating (S x L)			CURRENT CONTROLS	WHAT MORE NEEDS TO BE DONE?	Residual Risk (S x L)		
	Employee	Public		Severity	Likelihood	Total			Severity	Likelihood	Total
Covid-19 Outdoor singing event	Y	Y	Singing by adults produces both large droplets of respiratory secretions that generally fall onto surfaces within 2 metres of the singer, and small droplets that are carried on the air for some distance	5	4	20	<p>Any employee/ resident/ persons taking part which are showing symptoms of COVID-19 do not attend and isolate for a minimum of 10days.</p> <p>Performer uses audio systems and microphones to reduce respiratory droplets.</p> <p>Performer is located more than 2m away from audience.</p> <p>When engaging with residents and Staff maintain 2m social distancing or a wear mask.</p>		5	2	10

<p>Covid 19 Resident's using Patio and/or external seating areas in communal garden.</p>	<p>Y</p>	<p>Y</p>	<p>A highly contagious biohazard, that has the potential to cause severe health conditions and fatalities.</p> <p>Singing by adults produces both large droplets of respiratory secretions that generally fall onto surfaces within 2 metres of the singer, and small droplets that are carried on the air for some distance</p> <p>Catching the virus and becoming ill</p> <p>Spreading the virus to colleagues, family and or wider community</p>	<p>5</p>	<p>4</p>	<p>20</p>	<p>Any resident showing symptoms of COVID-19 do not attend event and isolate for a minimum of 10days.</p> <p>Hand sanitising station available in main entrance with additional stations around the external area.</p> <p>Scheme officers to clean down all seating when setting up, and clearing away. Seating areas are on a first come first served basis.</p> <p>Signage printed and made visible within scheme stating current guidelines. To be placed at front and rear elevations and on any doors leading outside.</p> <p>No limits on numbers in external areas.</p>	<p>Follow the HM Government documents for Principles for safer singing on the GOV.UK website.</p> <p>Adhere to any changes in Government guidelines and follow all procedures advised by Karbon Homes' Management and/or H&S Team at all times.</p>	<p>5</p>	<p>2</p>	<p>10</p>
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<p>Internal Activities</p>	<p>Y</p>	<p>Y</p>	<p>A highly contagious biohazard, that has the potential to cause severe health conditions and fatalities.</p> <p>Catching the virus and becoming ill</p> <p>Spreading the virus to colleagues, family and or wider community</p>	<p>5</p>	<p>4</p>	<p>20</p>	<p>Any family members showing symptoms of COVID-19 do not attend scheme and isolate for a minimum of 10days.</p> <p>Details are collected for any external visitors attending activities/ Scan NHS App, for track and trace purposes.</p> <p>Masks mandatory when in communal areas and moving around, can be removed once seated.</p> <p>Doors and windows to be opened to maximise ventilation.</p> <p>Tables to be set up in 6's, and should not be moved to accommodate larger groups..</p> <p>Internal activities should be arranged to minimise movement of residents where possible.</p> <p>Individual activities such as Yoga will be dynamically assessed for number of attendees depending on space.</p> <p>Clean down of areas after use.</p>		<p>5</p>	<p>2</p>	<p>10</p>
<p>Slips Trips Falls</p>	<p>Y</p>	<p>Y</p>	<p>Cables from equipment potential to cause trip hazards</p>	<p>5</p>	<p>4</p>	<p>20</p>	<p>Dynamically assess where power cables are going to be to reduce risk of accidents.</p> <p>Visual signage to indicate trip hazards to be put in place.</p> <p>Ensure any electrical cables are covered in the event of adverse weather.</p>		<p>5</p>	<p>2</p>	<p>10</p>

Managers Risk Assessment Checklist

No	Action	Check frequency	Manager name	Manager signed
1	Are hand washing / sanitising facilities available?	Once		
2	Does the layout allow social distancing?	Once		
3	Are tables and chairs set at a suitable distance apart i.e. there should be a minimum of 2 metres between the chairs at different tables, when the chairs are pulled out from the table to allow the user to stand	Every day		
4	Does the work allow social distancing?	Once		
5	Is a new site induction required? (I.e. when different people go into the site or property)	Once		
6	Are SSOW in place for Medium to High risk activities?	Once		
7	Are contractors RAMS suitable and sufficient? – Check if the performers have their own RAMS	As required		
8	Have all individuals received, read, understood and confirmed their acceptance of the RA and any associated SSOW?	Once		
9	Have Trade Unions received and confirmed their acceptance of the RA and any associated SSOW?	Once		To be confirmed by H&S Mgr.
10	Is PPE required (ppe matrix)? Gloves, Coverall, Apron, Face covering Filtering respirator. Face shield / eye protection.	Once		
11	Any other equipment required? E.g. Gazebos, parasols etc for either adverse weather or extended time in the sun	Once		
12	Has any additional training and or instruction related to PPE been provided and recorded?	Once		
13	Has any additional training and or instruction related to new process been provided and recorded?	Once		
14	Have we responded to concerns raised by colleagues?	As required		

Risk Ratings

The risk rating is calculated as the product (multiplication) of the likelihood and severity of harm. The numbers for likelihood and severity are defined in the following table:

Number	Likelihood	Severity
1	remote	delay only
2	unlikely	minor injury
3	may occur	lost time injury
4	likely	major injury
5	very likely	fatality

		5 fatality	4 major injury	3 lost time injury	2 minor injury	1 delay only
5	very likely	25	20	15	10	5
4	likely	20	16	12	8	4
3	may occur	15	12	9	6	3
2	unlikely	10	8	6	4	2
1	remote	5	4	3	2	1

The calculated risk rating gives you a number with which to decide upon the outcome.

Activities with an outcome of 1-4 are considered **low** risk because controls are good (shown in green) and may be carried out using current good practice. Outcomes of 5 -14 are considered **medium** risk (shown in yellow) and may be carried out using specific identified control measures outlined in this document. Outcomes of 15+ are considered **high** risk (shown in red) and may only be carried out by trained personnel.

Revision History		
Date	Summary of revision	Revised by
16/6/2021	New RA - Retirement Living external singing event under Covid-19	S Brown S Dawson
15/7/2021	Updated due to releasing of restrictions to now allow indoor activities from 19/7/2021	S Dawson P Wailes

Has the Organiser / Team been provided with and completed the Managers' RA Cecklist Manager)

Signed & approved by Patricia Carr (Group H&S



Has the Team read and understood any associated SSOW?

Date: 21/07/2021