

RISK ASSESSMENT FORM

ACTIVITY: Voices Entwined			Name: Louise Blackburn	
LOCATION: Redhouse Park, Walsall Arboretum			Date: September 2020	Review Date: 18/9/20
HAZARD(S) IDENTIFIED	DETAILS OF RISK(S)	AT RISK	RISK MANAGEMENT MEASURES	OTHER COMMENTS
Trips, slips and falls	Uneven surfaces, steep hills, steps	Participants & tutor	<ul style="list-style-type: none"> ▪ Warn participants of surfaces and advise of correct footwear ▪ Participants to be informed of nearest parking to minimise length of walk ▪ Carry mobile phone in case of emergencies ▪ Warm ups and physical aspects of the session to be planned appropriate to the setting 	
Physical discomfort due to weather conditions and environment	<p>Excessive sun exposure Heavy rainfall or high wind</p> <p>Lack of appropriate seating</p> <p>Risk of bite and stings from insects</p>	Participants & tutor	<ul style="list-style-type: none"> • Advise participants to bring appropriate clothing • Advise participants to bring appropriate equipment ie suntan lotion, hat, umbrella • Move to more sheltered environment if necessary • Cancel session if necessary • Participants advised to bring own portable chair. 	

Accident, Injury or Illness	Lack of first aid provisions can mean that incidents are not dealt with quickly which in turn can result in injuries or illness being made worse.	Participants & tutor	<ul style="list-style-type: none"> ▪ Tutor to carry charged mobile phone to contact the emergency services by calling 999 or 112 in the event of a major incident which may be life-threatening ▪ All accidents or incidents resulting in injury, illness or a near miss to be recorded by tutor ▪ Tutor is First Aid trained 	
Security	Outdoor space means there is risk to the safety to participants from other members of the public resulting in : <ul style="list-style-type: none"> ▪ Abuse (verbal and physical) ▪ Assault 	Participants & tutor	<ul style="list-style-type: none"> ▪ Move to alternative space if this occurs ▪ Stop session completely ▪ Tutor carries charged mobile phone to access emergency services if necessary ▪ Posters are printed and displayed informing passerby that the activity is Covid secure as there are risk assessments, track and trace protocols and social distancing in place. 	
Distress/ discomfort due to lack of access to toilets	Currently limited access to public toilets due to COVID19	Participants & tutor	<ul style="list-style-type: none"> • Participants informed of the situation prior to session • Local potential public toilets located in nearby café 	

<p>COVID19 risk due to nature of activity</p>	<p>Singing presents a higher risk of infection due to movement of air particles and aerosols</p>	<p>Participants & tutor</p>	<ul style="list-style-type: none"> • Activity to take place outdoors where risk is minimised due to air ventilation. • All participants to stand at least 2 metres apart in a zigzag fashion– tutor to carry tape measure to ensure this is complied with and use plastic dots to ensure compliance. Dots are sanitised at the start and end of every session. • People are asked to book onto the session so numbers can be controlled ensuring space for social distancing is available. • Each section has a colour coded dot so people know where to stand at the start of the session. • Session to be planned to minimise risk i.e. no touching, all breathing exercises participants to face away from each other • Participants advised to carry hand sanitizer etc and tutor to carry additional hand sanitizer • No drinks or food to be shared – participants advised to bring own drinks • Participants advised not to attend if have temperature or symptoms (new cough etc) or had recent positive COVID test or been in contact with 	
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<p>COVID19 risk due to nature of activity</p>	<p>Singing presents a higher risk of infection due to movement of air particles and aerosols</p>	<p>Participants & tutor</p>	<ul style="list-style-type: none"> • Session is planned so there are breaks in-between songs to allow for aerosol dispersal. • Gentle songs are preferred in order to allow for reduced aerosol production • Session is 60 - 70 minutes long • New songs are taught to allow for sectional rehearsals so not all participants are singing at the time same time throughout the whole session to reduce aerosol production • Participants are encouraged to pay for session using a contactless method, bank details are provided • Participants are advised not to mingle and once the activity has finished to adhere to the “rule of six” as they exit the area • Details of attendees are recorded and held for 21 days for track and trace protocols. • Plan of who stood where is also recorded. • Session is recorded to video. 	
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Risk of injury due to singing activity	Strain of voice due to lack of preparation – heightened by outdoor setting	Participants & tutor	<ul style="list-style-type: none"> ▪ Appropriate warm up to be prepared and delivered – if necessary send pre recorded warm up and advised participants to complete before session ▪ Nature of songs and style of singing to be appropriate to minimise vocal risk of outdoor singing 	
Disability access	Poor access and egress may hinder participants Participants with visual and aural disabilities unable to fully participate in activity	Participants with disabilities	<ul style="list-style-type: none"> ▪ Disabled access checked and participants advised ▪ Participants asked to inform tutor of any disabilities ▪ Warm ups planned to fit needs of participants ▪ Participants with visual disabilities to be provided with appropriate font sized words if needed 	
Safeguarding	This group has no vulnerable adults so risk is minimal	Participants & tutor	<ul style="list-style-type: none"> • Tutors has completed current Safeguarding training and is aware of reporting procedures to relevant authorities • Photo consent is not required but will be sought if necessary • Participants are asked for permission to record session 	

This risk assessment has been written and reviewed by Louise Blackburn of Voices Entwined in line with Covid Secure protocols and DCMS Performing Arts guidance and is a permitted activity as it classifies as work, education and training and is exempt from the rule of 6 as there is a full risk assessment in place, track and trace protocols in place and social distancing.