

## **Managing Risk at Soundabout**

**Updated: 28<sup>th</sup> June 2021. With no Government Covid-restrictions in place**

Soundabout believes that risk can be managed and that there should be no barriers to participation in any of our activities. A risk assessment is a joint undertaking between Soundabout and any organisations or parents/carers that we work with. Below is a full copy of how we intend as organisation to manage that risk, there is a section at the end that has been left blank to be filled in for each specific event or activity that we undertake. This section is to be filled out by your practitioner in discussion with you, it is all of our responsibility to take the steps to keep everyone safe at Soundabout.

### **Levels of Risk**

Our definition of a risk level is as follows:

Low = The likelihood of the specified risk is not eliminated but reduced to a point where any concerns are negligible

Medium = The likelihood of the specified risk is not eliminated but managed as far as possible by the measures we have put in place

High = The likelihood of the specified risk is highly likely to happen and, in our experience, has happened in the specified circumstances in the past.

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## Part 1: Risk assessment of general Soundabout activities

This section of the risk assessment relates to the activities that Soundabout undertake and does not refer to the place where they take place, not the individuals who will take part. Please add location and person specific information at the end of the document. Any external organisation or venue that we hold sessions in will have dedicated first aiders on site, it is our practitioners' responsibility to know how to contact them if needed. In addition, also please refer to the risk assessment of any host organisation that we are working with.

<b>Activity: General Soundabout Group Session</b>			
<b>Risk</b>	<b>Level of Risk</b>	<b>Action Needed</b>	<b>Risk After Mitigation</b>
Participants not enjoying or getting the most out of the group	Medium	<p>Mixed ability groups need to be very carefully assessed to ensure that safety or enjoyment of some are not compromised by the needs and actions of others.</p> <p>Involve parents/carers/staff in helping to support the person they are with to gain maximum impact from the session.</p> <p>Practitioners will always pay careful attention to the responses and preferences of participants, taking a person-centred approach to every session undertaken.</p> <p>Soundabout will not book groups larger than 8 families for our outreach work.</p>	Low
Over-crowded or unsuitable spaces	Medium	<p>Soundabout will only book venues with plenty of space for the size of the group (see Covid Risk Assessment below).</p> <p>However, if working with external organisations, we kindly request that all spaces are large enough to contend with Covid safe procedures as well as having appropriate room to give participants and their parent/carer/support staff the space to join in and move around to meet any care needs.</p>	Low

Participant becomes unwell and/or distressed	Medium	All participants attending Soundabout sessions are requested to do so with the appropriate ratio of care/support needs (the Soundabout Team cannot be counted in any care ratios). Each participants health and care needs are attended to on an individual basis All Soundabout team are fully aware of how to access on site first aid response.	Low
Practitioner Injury from lifting, moving or hoisting	Medium	Soundabout practitioners are specifically requested to leave all lifting, moving and hoisting to the parents/carers/support staff with the participants. You have not been given manual handling and lifting training from Soundabout and are therefore not able to carry those activities out.	Low
Parents, carers or support staff disengaged, and participants don't get as much out of the session	Medium	Soundabout's inclusive person-centred approach should help support the participation of everyone in the session. A warm, friendly environment can help parents/carers/support staff feel included and relaxed. Practitioners can gently guide supporters to engage with their participant by both modelling and asking.	Low
Trips and falls in the session space	Medium	Practitioners are careful to arrange the room safely with plenty of space between participants, any wires for equipment are appropriately secured and if not taped down, are shown to parents/carers/staff so that they can be made visually aware of any potential trip hazards and take care	Low
Participants becoming upset or emotionally distressed	High	Each participants health and care needs are attended to on an individual basis - family members/carers/staff to take responsibility for participants' emotional safety during sessions Practitioners are made aware of any potential triggers or warning signs for emotional distress and plan accordingly to avoid this scenario Practitioners are aware of a calmer space they can direct participants and their family members/carers/staff should they need time out from a session	Medium

<b>Activity: Using Resonance Boards</b>			
<b>Risk</b>	<b>Level of Risk</b>	<b>Action Needed</b>	<b>Risk After Mitigation</b>
Injury to practitioners, participants and carers or others from damaged wood or Loose nails etc	High if boards are not kept in good repair.	Store the boards vertically in a clean and dry environment. Before each use clean the boards and check over all sides and edges for splinters, nails etc Replace boards if they are no longer fit for use Know the first aid procedures for the venue you are in.	Low
Injury to practitioners, participants and carers and others from a board cracking when in use.	High, the boards are robust but are made of wood which is flexible up to a point and then will splinter.	The boards were designed for use in classrooms with children but can also be used by smaller/lighter adults successfully. Don't allow people to use the boards if they weigh above 60kg (or 9.5 stone) or if they are very mobile. Do not allow anyone to stand or jump on a resonance board Practitioners know the first aid procedures for the venue you are in.	Low
Injury to practitioner when carrying and setting up the boards	Low, the boards are not heavy (approx. 5kg).	Be sure to follow proper lifting and handling techniques when transporting a board, they are not heavy in weight but can be rather awkward in shape to transport, this is best done with the board carried to your side If necessary, boards can be share between two practitioners	Low
Injury to practitioners , participants and carers from tripping over	High, esp. if mixed ability	Carefully consider the composition of each group. Ensure there is enough space to move around boards safely. Ensure all children have one to one supervision.	Low

boards when laid on floor.	group with mobile children. Severe injury can result if another child is fallen on.	Practitioners know the first aid procedures for the venue you are in.	
Injury from trapping fingers between boards if using multiple boards on the floor	Medium	If you are using boards butting up next to each other (to create a large surface), make sure that they are placed on an even floor and ideally with a non-slip mat underneath to avoid movement. Ensure all participants have one to one supervision and look out for gaps between boards at all times. Know the first aid procedures for the venue you are in.	Low
Discomfort for participants	Medium	Ensure that if using boards in a group participants are laying either head all together or feet all together. Ensure that participants don't have any hair or head wear on that will be uncomfortable if they are lying on it e.g. hair bobbles, metal clasp on back of baseball cap etc Remember that the sound can be very loud for participants on the board, be sensitive to a participant's reaction at all times and build up to louder sounds if appropriate. Ensure all participants have one to one supervision during sessions	Low

<b>Activity: Using Musical Instruments/Sensory resources</b>			
<b>Risk</b>	<b>Level of Risk</b>	<b>Action Needed</b>	<b>Risk After Mitigation</b>
Injury from instruments or other resources being thrown by participants	High	Participants should always have one to one supervision. Consider how the room is arranged so that other participants are not in line to get hit by equipment being thrown Practitioners to know the first aid procedures for the venue you are in.	Medium
Injury from instruments or other resources having jagged edges or rough surfaces	Medium	All instruments must be cleaned and checked by the practitioner before using in a session. If using instruments belonging to another organisation, we request that this process is carried out by that organisation. Be especially mindful of wooden instruments, handles on beaters and sharp or rough edges on metal instruments. Know the first aid procedures for the venue you are in.	Low
Choking from swallowing small pieces	Medium	Any instruments that we use are appropriate for working with people with SLD/PMLD, however consistently check before each session that there are no small/broken parts that can be pulled and swallowed, avoid using anything that can be dismantled into parts small enough to swallow. Parents/carers/staff asked to supervise participants with all instruments/resources Know the first aid procedures for the venue you are in.	Low
Infection through sharing instruments or resources	Medium	Instruments and resources cleaned between uses Any resources with hard surfaces should be wiped with an appropriate cleaning product Any fabrics should be washed (at the highest temperature possible for that material) and dried completely before reusing Cleaning products available to practitioners for all sessions Any “found sounds” e.g. items from the home or the natural world should be	Low

		cleaned before use	
Trips and falls or choking in the session space through fabrics or other sensory resources being used	Medium	Practitioners are careful to set up the sensory resources (e.g fabric, scrunchies, fans) are managed by practitioner throughout the activity to minimize injury Sensory resources are put away between uses Parents/carers/staff are made aware of any potential hazards and reminded to take responsibility for participants' safety during the sessions	Low
Latex allergy from balloons	Medium	Before using balloons, check if anyone has a latex in the group - if so, avoid using them	Low

<b>Activity: Serving Refreshments</b>			
<b>Risk</b>	<b>Level of Risk</b>	<b>Action Needed</b>	<b>Risk After Mitigation</b>
Scalding from hot water	Medium	All hot drinks will be made out of the session room. If using re-usable cups – tops are closed on to the hot drinks when carrying. Parents/carers are encouraged to keep their cups in a safe place where they cannot be grabbed or kicked.	Low
Choking on any drink or snacks	High	Practitioners ensure that they know how to contact a designated first aider on site	Low
Allergic reactions to any food consumed on site	High	Make sure any snacks offered have the packaging visible for parents/carers so they can see the ingredients and make a choice. Parents/carers encouraged to bring their own snacks if participants have particular dietary needs Avoid taking any products containing nuts into the space	Low
Adding to environmental waste	High	Soundabout are going to start selling re-usable hot drinks cups and encourage all participants to bring their own cups to sessions e.g. choirs Any tea bags, packaging etc to be recycled or composted on site if possible.	Low

## Part 2: Risk assessment for Covid-19

This section of the risk assessment relates to delivering Soundabout activities during the Covid 19 pandemic, it is subject to change as Government guidelines change over time.

General Covid Delivery Measures				
Activity	Risk	Level of Risk	Action Needed	Risk After Mitigation
Being Fit for work	Having Covid infection and transmission while on site	Medium	<p>If you feel unwell with any Covid symptoms, please do not continue with face-to-face work until you have been tested to see if you have the Covid-19 infection.</p> <p><b>Lateral Flow Tests</b> Soundabout requests that all practitioners continue to carry out twice weekly lateral flow tests (LFT) while delivering regular face-to-face work with Soundabout.</p> <p>If your work for Soundabout is irregular, please carry out a test within the 24hours preceding delivery.</p> <p><b>Venue Specific Requirement</b> Some venues e.g. schools may have specific on-site requirements around evidencing LFT or having a test facility on site. Please find out from your contact and add any specific requirements to part 3 of this document.</p>	Low. If the Government lifts all restrictions, the level of infection will hopefully be low enough to operate a 'maintenance' level of caution.

Travelling to a venue by public transport	Airborne & surface transmission via seats, hand rails etc	Medium	All Government restrictions on transport may be lifted however, please follow specific transport operators' guidelines if they have any in place. Soundabout still recommends: <ul style="list-style-type: none"> <li>• Remain 1m+ distance where possible.</li> <li>• Wear a face mask on public transport</li> <li>• Sanitise hands as soon as you enter and exit the transport.</li> <li>• If the transport allows open windows by your seat to increase the airflow.</li> </ul>	Low
Using your own instruments in a session	Surface transmission from instruments	Medium	It is a practitioner's responsibility to have disinfectant cleaning wipes (not just anti-bacterial) with them as part of their kit. Once at the venue, any sound makers from your own kit that you are going to use need to be cleaned on site. If you are working across different groups/bubbles, all sound makers will need cleaning between each group and at the end of the day. Please consider asking individuals and groups to bring their own personal sound makers with them to the session if appropriate (e.g. choirs). Soundabout recommends avoiding the use of wind instruments in sessions in the medium term as these increase the risk of airborne infection	Low, a practitioner will ideally not share their personal instruments unless necessary and then stringent cleaning will mitigate the risk.
Using the venue's instruments in a session	Surface transmission from instruments	Medium	If the participants are using their own soundmakers, it is the host venue/family responsibility to clean the instruments.  Soundabout practitioners may use soundmakers from the venue themselves but ensure they clean them before and after use.	Low.
Using any other	Surface transmission	Medium	Any fabrics should be washed (at the highest temperature possible for that material) and dried completely before reusing. Avoid using any	Low

resources e.g. multi-sensory fabrics, wooden objects etc	from instruments		resources that can't be put in a washing machine/dish-washer that participants/carers/staff are going to touch.  If you are using fabrics, tarpaulin etc out of reach of participants ensure that it is cleaned between use either in the washing machine or with disinfectant cleaning wipes/spray.	
Feeling unwell during a session	Possible Covid infection	Medium	If a practitioner, participant, or carer/support staff feels unwell with Covid symptoms during a session, they must close/leave the session immediately. In the case of Soundabout practitioners, they should then arrange a covid test and follow the Government Guidelines.	Low
Singing activities	Airborne Covid transmission	High	Singing and loud speaking increases the risk of airborne transmission. If singing activities are part of your session, following the face mask rule is still an important means of controlling the spread of the virus. Pay additional attention to room ventilation if indoors, having as many windows/doors open as possible.  Ensure that there is adequate spacing of 1m between each singer/family group (if practitioners are working with a school 'bubble' this may be different depending on the school protocol, however practitioners should keep the 1m rule away from the group themselves where possible).  Singers should face forwards or back-to-back rather than in a circle or face to face (again, this might be different in school 'bubbles' and practitioners should refer to school protocols).  Singing should be limited to 40mins in total with frequent pauses throughout.	Medium, must be carefully managed with everyone's cooperation.

			Consider reducing the number of people signing at one time.	
			Consider reducing the volume that people are singing at, encouraging quality over volume to reduce the bioaerosols.	

<b>Covid Risk Assessment for Face-to-Face Delivery: Indoor work</b>				
<b>Activity</b>	<b>Risk</b>	<b>Level of Risk</b>	<b>Action Needed</b>	<b>Risk After Mitigation</b>
Entering an external organisation's premises/family home.	Surface transmission or airborne transmission	Medium	<p>Practitioners should continue to wear a face mask for indoor delivery including upon entering a premises. If there is an agreement between the host and the practitioner not to wear a mask, this needs to be recorded below in section 3.</p> <p>Ensure that you sanitise your hands on entering and exiting the premises. If in place, follow the venue's procedure for entering the site e.g. one-way systems</p> <p>When entering a family home, wait at the door to be told where they would like you to go and then follow the route into the room. Ask, where they would like you to locate yourself and maintain a 1m+ distance wherever possible from family members.</p>	Low
Storing your coat, bag or equipment	Covid surface transmission	Medium	Take time to consider where you put your belonging while on site, as Covid can transmit on materials. Ask the venue/family where they would like you to store your things, if they don't have a 'safe' place – ensure that they are not left somewhere that someone else will touch them.	Low

			If you are in a family home, you might want to leave your coat in your car to avoid extra items in the home.	
Working in an enclosed room	Covid surface transmission & airborne transmission	Medium	<p>Practitioners are requested to continue to wear face masks during their indoor delivery. If the setting they attend requires further PPE e.g. aprons, practitioner will need to follow on site guidelines. If there is any agreement between the practitioner and host not to wear a mask, this needs to be recorded in section 3 of this document.</p> <p>If practitioners are responsible for the room set up, please consider how to manage the flow of people in and out of the room safely (e.g. asking a volunteer to direct people into the room and to a designated space). Please consider the seating layout (ensuring that there is sufficient space between chairs/wheelchairs), make sure that windows/doors are open, but also put heating on if appropriate (don't forget people with limited mobility will feel cold more quickly).</p> <p>Practitioners must ensure that any rooms they are responsible for all surfaces are wiped/sprayed with disinfectant before and after each group enters the room.</p>	Low
Working one to one	Covid surface & airborne transmission	Medium	<p>Practitioners should continue to wear a face mask, other PPE if the host requires/requests it.</p> <p>Practitioners should maintain stringent hand sanitising at all opportunities, following the Government Guidelines.</p> <p>Practitioners should try and maintain a 1m+ distance from the person/people they are working with.</p> <p>Practitioners should ensure that wherever possible they are angled in</p>	Low

			<p>a way that they are not directly facing the person they are working with (or other staff/family members).</p> <p>Ensure sessions are carried out in rooms with open windows/doors to always maintain maximum ventilation.</p>	
Working in a group	Covid surface & airborne transmission	Medium	<p><b>General</b></p> <p>Practitioners should continue to wear a face mask for indoor work, other PPE if the host requires it.</p> <p>Practitioners should maintain stringent hand sanitising at all opportunities, following the Government Guidelines.</p> <p>Practitioners should ensure that wherever possible they are standing/sitting at an angle so that they are not directly facing any people they are working with (or other staff/family members), group members should be facing forwards.</p> <p>Practitioners should try and maintain a 1m+ distance from the person or people they are working with.</p> <p>Ensure sessions are carried out in rooms with open windows/doors to always maintain maximum ventilation.</p> <p><b>For Groups that are a 'Bubble' e.g. class groups in a school</b></p> <p>The school or care provider guidelines must be followed at all times e.g. number of people in the group at any one time. Practitioners should keep a 1m+ space between themselves and group members.</p>	Low

			<p>Practitioners should discuss with care-givers/support staff that it is their responsibility to keep themselves and the people they support safe in the group environment at all times and to help support the people in their care to maintain that 1m+ distance.</p> <p><b>For Working with Groups that are not known to each other</b></p> <p>Practitioners should try and lay out the room so that there is a 1m space around each participant (or participant group e.g. a family group)</p>	
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<b>Covid Risk Assessment for Face-to-Face Delivery: Outdoor work</b>				
<b>Activity</b>	<b>Risk</b>	<b>Level of Risk</b>	<b>Action Needed</b>	<b>Risk After Mitigation</b>
Working one to one	Covid surface & airborne transmission	Low	<p>Practitioners should assess the delivery settings risk and decide (in conjunction with the setting) if a face mask or other PPE is required. This should be recorded below.</p> <p>Practitioners should maintain stringent hand sanitising at all opportunities, following the Government Guidelines.</p> <p>Practitioners should ensure that wherever possible they are angled in a way that they are not directly facing the person they are working with (or other staff/family members).</p>	Low, outdoor work is considered low risk unless singing (see above)
Working in a group	Covid surface &	Low	If the group are unknown to each other, the practitioner must make sure that the seating layout gives sufficient 1m+ space between	Low, outdoor work is

	airborne transmission		<p>groups who are not part of the same family/care unit (or 'known group'). Please consider room for wheelchairs.</p> <p>Practitioners should discuss with care-givers/support staff that it is their responsibility to keep themselves and the people they support within their 'known group' and away from others.</p> <p>Practitioners should assess the delivery settings risk and decide (in conjunction with the setting) if a face mask or other PPE is required. This should be recorded below.</p> <p>Practitioners should ensure that wherever possible they are standing/sitting at an angle so that they are not directly facing any people they are working with (or other staff/family members), group members should be facing forwards.</p>	considered low risk unless singing (see above)
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### Part 3: Risk assessment specific to the site or activities

This section of the risk assessment is for practitioners to fill out for any additional measures related to the site, activities or people attending that they need to consider for this specific piece of work. It must be shared with the host and the Soundabout office.

<b>Specific Site/Activity Risk Assessment</b>				
<b>Activity</b>	<b>Risk</b>	<b>Level of Risk</b>	<b>Action Needed</b>	<b>Risk After Mitigation</b>



## Part 4: Soundabout Risk Assessment Disclaimer

**IMPORTANT: PLEASE SIGN THIS DISCLAIMER BEFORE ANY SOUNDABOUT WORK IS DELIVERED**

I understand and have read the Soundabout Risk Assessment. I have made any additional specific arrangements needed with my Soundabout practitioner/host organisation or family, and we both agree that with these arrangements in place we are operating safely to reduce the risk of Covid transmission. If either party contracts Covid-19, there will be no recourse for action against any party involved in this delivery.

1. Soundabout Practitioner Name:

Date:

Add Signature:

2. Host Name:

Date:

Add Signature: