

Managing Risk at Soundabout

Updated: March 2022



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 an 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, nor the individuals who will take part. Please add location and person specific information at the end of the document in Part 3. 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.

Activity: General Soundabout Group Session			
Risk	Level of Risk	Action Needed	Risk After Mitigation
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 participant's 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

Activity: Using Resonance Boards			
Risk	Level of Risk	Action Needed	Risk After Mitigation
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

Activity: Using Musical Instruments/Sensory resources			
Risk	Level of Risk	Action Needed	Risk After Mitigation
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	Low

		Any “found sounds” e.g. items from the home or the natural world should be 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

Activity: Serving Refreshments

Risk	Level of Risk	Action Needed	Risk After Mitigation
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: The Risk Assessment for Managing the Transmission of Infection

Activity	Risk	Level of Risk	Action Needed	Risk After Mitigation
Running a face-to-face Soundabout activities	Transmission of an infection while on site to self, participants or family members.	Medium	<p>Practitioners should be continually using the following actions to manage infectious transmission in general:</p> <ul style="list-style-type: none"> • Keep indoor spaces well ventilated • Clean instruments/items with disinfectant between use and at the end of the session • Sanitise hands regularly before and after sessions (and during if appropriate/needed) • Have a face mask to hand so you can decide on whether to wear it or not based on the activity, the participants and the space. <p>Soundabout requests that any practitioner who has symptoms of any transmissible infection to take a personal decision as to whether the work should take place. This decision needs to weigh up the following considerations:</p> <ul style="list-style-type: none"> • Is the work indoors or outdoors? • If indoors, is the space well ventilated? • Where does the work take place e.g. in a busy school or a controlled care home? • Is it close work or well-spaced? • Is there a particular clinic consideration of known participants <p>Practitioners should make a judgement as to whether they:</p>	Low

			<ul style="list-style-type: none"> a) Continue with the planned work b) Continue with the planned work but take the precaution of wearing a mask (either for some or all the time) c) Cancel the planned work <p>Venue Specific Requirement We might be working with external organisations who have specific requirements for practitioners to wear PPE or to take a Lateral flow Test for example. It will be that external organisation's responsibility to provide the items needed to fulfil that requirement.</p>	
Using your own instruments in a session	Surface transmission from instruments	Medium	<p>It is a freelance practitioner's responsibility to have disinfectant cleaning wipes/spray (not just anti-bacterial) with them as part of their own personal kit. Any sound makers from your own kit that you are going to use needs to have been cleaned thoroughly before the session.</p> <p>If you are working across different groups in one day, all sound makers will need cleaning between each group and at the end of the day.</p> <p>Please consider asking individuals and groups to bring their own personal sound makers with them to the session if appropriate (e.g. choirs).</p>	Low, a practitioner will ideally not share their personal instruments unless necessary and then stringent cleaning will mitigate the risk.
Using the venue's	Surface transmission	Medium	If the participants are using their own soundmakers, it is the host venue/family responsibility to clean the instruments.	Low.

instruments in a session	from instruments		Soundabout practitioners may use soundmakers from the venue themselves but ensure they clean them before and after use.	
Using any other resources e.g. multi-sensory fabrics, wooden objects etc	Surface transmission from instruments	Medium	<p>Any fabrics should be washed (at the highest temperature possible for that material) and dried completely before reusing. Avoid using any resources that can't be put in a washing machine/dish-washer that participants/carers/staff are going to touch.</p> <p>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.</p>	Low
Singing activities	Airborne infection transmission	High	<p>Singing and loud speaking increases the risk of airborne transmission of infections. If singing activities are part of your session, please pay close attention to the following:</p> <ul style="list-style-type: none"> • room ventilation if indoors, having as many windows/doors open as possible to allow air to circulate • Spacing of participants (especially if they are not from the same school/group), please space chairs apart so that distance can be maintained between people • Try not to sing directly into someone else's face, angle your face to the side or out to the front of a group. • 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. 	Medium, must be carefully managed with everyone's cooperation.

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.

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



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.

1. Soundabout Practitioner Name:

Date:

Add Signature:

2. Host Name:

Date:

Add Signature: