

## COVID-19 Risk Assessment (Updated Feb 2022)

**Covid-19 is an illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.**

This document is the COVID 19 risk assessment document for The Silent Rave ([silentrave.com.au](http://silentrave.com.au))

The following needs to be taken into consideration:

The equipment used in silent disco comes into contact with people as headphones are worn on the head. Social Distancing can be observed during events and contamination risk is reduced by ensuring the headsets are exchanged only if required. The transmission of audio is wireless and social distancing is observed by staff during setup, while DJing and afterwards.

We have a very limited number of staff and hence our risks of transmission are low compared to most operators. Our staff mainly consist of contractors, mainly entertainers who work independently or are part of the Silent Rave Team, working as contractors on an as needed basis. All staff are advised of COVID-19 updates and procedures before deployment for an event or when working with our equipment. Procedures and guidelines exist for use of and deployment of Silent Rave Equipment.

Any and all requested custom procedures from clients to be observed by The Silent Rave Team must be advised, otherwise Silent Rave Staff will observe their own precautions when operating on client premises according to health guidelines provided by government and shared by Silent Rave Management.

<b>What are the hazards ?</b>	<b>Controls Required</b>	<b>Additional Information</b>	<b>Action</b>	<b>Action by who &amp; when?</b>	<b>Done Yes / No / Ongoing</b>
-------------------------------	--------------------------	-------------------------------	---------------	----------------------------------	--

<p>Spread of Covid-19 Coronavirus</p>	<p><b><u>General – Management</u></b></p> <ol style="list-style-type: none"> <li>1) Information on Covid Control measure must be communicated to all staff, visitors and customers. <a href="https://covid19.swa.gov.au/covid-19-information-workplaces">https://covid19.swa.gov.au/covid-19-information-workplaces</a></li> <li>2) Staff (and others) should be regularly reminded of the Covid control measures in place and the need to follow all of the relevant procedures.</li> <li>3) Managers or appointed ‘Covid Marshals’ shall check to ensure that appropriate procedures are being followed and that facilities provided are maintained.</li> </ol>	<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice</p> <p><a href="https://covid19.swa.gov.au/covid-19-information-workplaces/other-resources/covid-19-public-health-orders">https://covid19.swa.gov.au/covid-19-information-workplaces/other-resources/covid-19-public-health-orders</a></p> <p>Regular emails are sent to all staff hired by us for events</p> <p>Regular communications including tool box talks and tem briefs to include covid reminders.</p> <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper</p>	<p>Detailed email updates sent to contractors.</p>	<p>Buddhika Muthugala</p> <p>Started</p> <p>01/01/2021</p> <p>Last Update:</p> <p>01/05/2022</p>	<p>Ongoing</p>
---------------------------------------	---	--	--	--	----------------

	<p><b><u>Hand Washing</u></b></p> <ul style="list-style-type: none"> <li>Hand washing facilities with soap and water should already be in place.</li> <li>Additional facilities should be provided where necessary to allow for easy and frequent hand washing.</li> </ul> <p>Hand washing should be monitored by managers / covid marshals. See hand washing guidance.</p> <ul style="list-style-type: none"> <li>Provide information to staff on hand washing</li> </ul>	<p>drying with disposable towels</p> <p>Staff should also be reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Regular checks should be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>More info:  <a href="https://www.nsw.gov.au/covid-19/stay-safe/wash-your-hands-and-maintain-physical-distancing">https://www.nsw.gov.au/covid-19/stay-safe/wash-your-hands-and-maintain-physical-distancing</a></p>	<p>Detailed email updates sent to contractors.</p>	<p>Buddhika Muthugala</p> <p>Started</p> <p>01/01/2021</p> <p>Last Update:</p> <p>01/05/2022</p>	<p>Ongoing</p>
--	--	--	--	--	----------------

	<ul style="list-style-type: none"> <li>· Provide materials to allow drying of hands with disposable paper towels.</li> <li>· Pedal bins or opened topped bins will be used to reduce touch points.</li> <li>· Handwashing facilities will be cleaned, bins will be emptied and soap, paper towels and hand sanitiser replenished regularly.</li> <li>· Gel sanitisers should be provided in any area where washing facilities are not readily available</li> </ul>	<p>70% Alcohol based hand sanitisers are flammable and need to be used and stored correctly to reduce fire risks.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme</p>	<p>Sanitisers replenished and always available.</p> <p>Headsets, electrical, lighting and DJ equipment sanitised after every event.</p>	<p>Buddhika Muthugala</p> <p>Started</p> <p>01/12/2020</p> <p>Last Action:</p> <p>13/05/2022</p>	<p>Ongoing</p>
--	--	--	---	--	----------------

	<p>Repeated washing can dry skin and lead to dermatitis. Staff encouraged to protect the skin by applying emollient cream regularly</p> <p><b><u>Cleaning</u></b></p> <p><b>Surfaces</b></p> <p>Put in place cleaning regimes to make sure surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. (consider frequency, level of</p>	<p>Check sheets indicating when the last time each item has been cleaned will be placed adjacent to that item.</p> <p>All equipment to be sanitised before deployment at an event or hired for an event using 70% alcohol to ensure all surfaces are clean and low risk for transmission.</p>			
--	---	---	--	--	--

	<p>cleaning and who should be doing it.)</p> <p><b>Shared Equipment</b></p> <p>Where possible equipment (Tools, Boxes, containers, DJ equipment, transmitters and headsetsT) will be used only by one person. Where this is not possible, cleaning materials will be provided and must be used between each change of user where appropriate</p> <p><b><u>Eliminating workplace exposure:</u></b></p> <p><b>Working from Home</b></p>	<p>Each job function should be assessed and only where it is not reasonably practicable for an employee to work from home should they be required to come to work, in line with the current requirements of the Health Protection (Coronavirus Restrictions) Regulations</p> <p>Visitors will be required to confirm they have not been in contact with a person who has tested positive for COVID 19 in the past 10 days and they do not have any symptoms.</p>			
--	---	--	--	--	--

	<p>Where staff can work from home they should be facilitated to do so.</p> <p><b>Meetings</b></p> <p>Conference calls to be used instead of face to face meetings.</p> <p><b>Visitors</b></p> <p>Only necessary visitors / contractors will be permitted to the site / premises.</p>	<p>Where practicable, for events run by us where clients are individuals attending our event, a record of Visitors / Contractors contact details will be held for 10 days to allow contact tracing if required.</p> <p>Regular reminders to be issued to staff on symptoms and the actions to take.</p> <p>It is expected that all clients will have their own set of procedures for contact tracing for their events where our contractors are attending. Silent Rave Staff will not collect contact tracing information at private events where our services are hired.</p>			
--	--	---	--	--	--

	<p><b>Persons with positive Covid-19 tests or persons informed they are close contacts</b></p> <p>Staff to be instructed not to attend work if they have developed Covid Symptoms or have been informed that they are a close contact of a Covid Positive individual in line with PHA guidance.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>Cancellation of an event may occur due to this and The Silent Rave team will advise all clients of any updates or cancellations as soon as is practical.</p>				
--	---	--	--	--	--



**Persons with symptoms of Covid-19 at work**

If anyone becomes unwell with a new continuous cough, loss of taste or smell or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.

Put in place arrangements to clean if someone develops symptoms of coronavirus in work.

	<p>If advised that a member of staff or public has developed Covid-19 and were recently on your premises (or where a member of staff has visited other work place premises or domestic premises), the management team of the workplace should contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p><b><u>Social Distancing</u></b></p> <p>Social Distancing  –Reducing the number of persons in any work area to comply with the</p>	<p>Staff to be reminded <u>on a daily basis</u> of the importance of social distancing both in the workplace and outside of it.</p> <p>Management / Covid Marshal checks will be made regularly to ensure social distancing is adhered to within the workplace and in common areas.</p> <p>Regular reminders to staff to ensure they are clear on the rules when using</p>			
--	---	--	--	--	--

	<p>2-metre (6.5 foot) gap recommended by the Public Health Agency of the relevant State</p> <p>Measures may include:</p> <p>limiting the number of people in rooms so that social distancing rules can be met, eg stagger breaks, have maximum occupancy numbers for meeting rooms</p> <p>Reorganise facilities in communal areas such as spacing out tables in meeting rooms, canteens etc so social distancing rules can be met</p> <p>Increase the use of online meeting facilities, even</p>	<p>common areas and workstations.</p>			
--	--	---------------------------------------	--	--	--

	<p>for people working in the same building, to reduce the number of people moving around</p> <p>Put in place one-way systems in corridors or regularly used pedestrian traffic routes to manage the flow of people moving around workplaces and to allow social distancing rules to be met</p> <p>Leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation</p> <p>Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce</p>				
--	--	--	--	--	--

	<p>number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Provide individual lockers for people to keep personal belongings in so that they aren't left in the open.</p> <p>Provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, eg sanitiser/washing facilities at the entrance/exit to canteens</p>				
--	--	--	--	--	--

	<p>e floor markings / wall signs etc.to maintain social distancing.</p> <p>Display signs reminding people to socially distance, wash hands and not touch their faces</p> <p>Where it is impossible to maintain 2m Social Distancing additional controls will be implemented including</p> <ul style="list-style-type: none"><li>· limiting the amount of time people spend on the task</li><li>· placing workers back-to-back or side-by-side rather than face-to-face when working</li></ul>				
--	---	--	--	--	--

	<ul style="list-style-type: none"><li>· 'cohorting' work teams so they consistently work together</li><li>· improving ventilation</li><li>· enhanced cleaning regimes</li><li>· increase in hand washing</li></ul> <p>Staff will not work within 1m of each other at any time. (For close contact services refer to specific sector guidance)</p> <p><b>NB: Face coverings and visors are not a sufficient measure <u>by themselves</u> to allow for working within 2m of</b></p>				
		Where possible heating will be adjusted to facilitate enhanced ventilation.			

	<p><b>other persons and must be supplemented by other mitigations.</b></p> <p><b><u>Ventilation</u></b></p> <p>Poor ventilation increases the risk of spreading covid-19 and measure should be taken to ensure adequate ventilation is maintained.</p> <p>Where possible good ventilation should be maintained using natural 'fresh air' ventilation (opening windows and 'non-fire' doors)</p> <p>If you need additional ventilation provide it, eg</p>				
--	--	--	--	--	--



	<p>mechanical ventilation, desk fans, air movers etc . Portable fans and air handling units will be positioned to prevent air being blown from one individual towards others.</p> <p>Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air, rather than recirculating air..</p> <p><b><u>Face Coverings &amp; Personal Protective Equipment</u></b></p> <p><b><u>Face Coverings</u></b></p> <p>Faced coverings will be worn in all situations designated in current Coronavirus Regulations.</p>				
--	---	--	--	--	--

	<p>Where not specifically required by law, if face coverings do not create additional health and safety risks they may be worn in line with public health guidance</p> <p>Face coverings are not PPE as they do not protect people from work-related hazardous substances. They may protect others, not the wearer, against coronavirus.</p> <p><b><u>Personal Protective Equipment</u></b></p> <p><i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates</i></p>		<p>Face Masks have been given to all staff who work on premises and for their usage during events.</p> <p>Training has been provided and is regularly provided to new contractors for all aspects on the left regarding equipment use and other aspects of</p>	<p>Buddhika Muthugala</p> <p>Started</p> <p>01/11/2020</p> <p>Last Update:</p> <p>01/05/2022</p>	<p>Ongoing</p>
--	--	--	--	--	----------------

	<p><i>to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.</i></p> <p>Where PPE is a requirement for non-covid related risks it shall be used in line with existing risk assessments which will be reviewed in light of the risks from Covid-19)</p> <p>Train people how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean</p> <p><b>Use of Gloves</b></p>		COVID-19 Risk Management.		
--	--	--	---------------------------	--	--

	<p><i>(Staff should be reminded that wearing of gloves is not a substitute for good hand washing as the virus can be transferred on the surface of the glove)</i></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these should be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><b><u>Vehicles &amp; Drivers</u></b></p> <p>Where possible persons should not share vehicles or cabs, where suitable</p>	<p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.</p>			
--	--	--	--	--	--

	<p>distancing cannot be maintained or alternative mitigations cannot be achieved.</p> <p>Ensure regular cleaning of vehicles.</p> <p>Procedures in place for Drivers to ensure adequate welfare facilities available during their work -</p> <p><b><u>Working from HomeWorking From Home</u></b></p> <p>For all people working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, eg</p>	<p><i>There is no increased risk for people working at home temporarily (ie expected to return to work when risk from covid is reduced) but if this arrangement becomes long term the risks should be assessed in line with legislation.</i></p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p>			
--	--	---	--	--	--

	<p>take regular breaks, stretching exercises, set the equipment up properly.</p> <p><b><u>Mental Health</u></b></p> <p>Management should promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p>	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>			
--	--	---	--	--	--