

Risk Assessment Form: Tri-borough Music Hub, Children’s Services (Hammersmith & Fulham; Kensington & Chelsea; Westminster)

Establishment: Tri-borough Music Hub

Risk assessment visit date: 11/03/21 *(to be reviewed regularly allowing for further governmental updates and guidance throughout the pandemic)*

Proposed activity/environment: Delivering TBMH Musical Activity and Classes from the Lyric Hammersmith from April 2021

Objectives:

- For Tri-borough Music Hub (TBMH) staff to return to work safely to deliver musical classes for children and young people at the Lyric
- For Children and Young People learning with the TBMH to safely engage with musical classes at the Lyric

This Risk Assessment takes into account the DCMS Guidance ([HERE](#)) about working safely during Coronavirus; and the DfE Guidance ([HERE](#)) about Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak.

Risk Assessment written by: Stuart Whatmore, Head of Tri-borough Music Hub

Reviewed and approved by: Shelley Duffy, Principal Lead Advisor, Bi-Borough Education Service

Date: 12th March 2021

Hazards: List significant hazards that may result in serious harm or affect people in the party.		Who might be harmed? List groups of people who are especially at risk from the hazards identified.	Is the risk adequately controlled? List existing controls or note where information may be found, e.g., information, instruction training, systems or procedures.	What further actions are needed to control the risk? List the risks that are not adequately controlled and propose actions that are needed to reduce or eliminate the risks.	Outcomes High H Medium M Low L risk
	H/M/L risk				
Arriving at Lyric	H	Pupils and staff	<ul style="list-style-type: none"> • Staff and Pupils are encouraged to sign in through the NHS Test & Track system. • Staff and pupils will be required to wear masks as they enter the building. Staff and pupils will be encouraged to wear masks when moving around the building. 	<p>Prior to classes</p> <ul style="list-style-type: none"> • Parents and carers will be required drop off young people and collect them outside the Lyric’s main entrance. (Flexibility will be considered for parents and carers who are registered disabled) • Young people will be asked to enter the Lyric no more than 10 minutes prior to class start time 	M

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			<ul style="list-style-type: none"> • Young people are to arrive at the Lyric dressed and ready for class, no changing facilities will be provided on site • Young people must wear face coverings (unless exempt) prior to entry to the Lyric and the covering should remain on, until asked to be removed when inside designated activity space • Young people will be required to sanitise their hands upon entry • Young people will be encouraged to use the NHS Track and Trace App when entering the Lyric. • Young people will be asked to wait outside the Lyric (socially distanced) until collected by practitioner and escorted directly to class limiting contact with all other building users. • A one way system will be followed when escorting young people across the building. • Activity spaces for classes and surfaces will be cleaned prior to class • Activity spaces for classes will be ventilated prior to class
During Classes at the Lyric	H	Pupils and staff	<ul style="list-style-type: none"> • Social distancing in place • 15 pupils as a maximum and 4 adults until further notice <p>During classes</p> <ul style="list-style-type: none"> • All activity planned and delivered will adhere to social distancing at 2M • All activity planned and delivered will encourage side to side or back to

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			back working <ul style="list-style-type: none"> • A 2m x 2m grid will be marked out in the majority of spaces • Activity spaces will only be used that have capacity for 2M social distancing. • Young people will participate as part of a consistent small bubble of 15 participants per class • All classes will have a minimum of two members of staff/ practitioners. • Two consistent practitioners will teach classes for all 10 weeks of term. • Where possible windows will remain open and/or space will be ventilated during class using the Lyric's air handling and air conditioning systems. • Furniture will be designated to each space, limiting its use across other areas of the building. • Minimal shared resources will be used during classes • Young people will have designated toilets for each class.
After classes at the Lyric	M	Pupils and staff	<ul style="list-style-type: none"> • Clear measures in place to take children safely out of classes to their collection point After classes <ul style="list-style-type: none"> • Young people must wear face coverings (unless exempt) prior to leaving the class and the covering should remain on until they have left the Lyric. • Young people will be asked to sanitise their hands before accessing other parts of the building

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			<ul style="list-style-type: none"> • Young people will be escorted directly to meet their parent or carer outside the Lyric's main entrance after class, limiting contact with all other building users. • A one way system will be followed when escorting young people across the building. • The Lyric will designate a socially distanced, ventilated waiting area for young people whose parents or carers are running late • After use, activity spaces will be cleaned before used again • After use, activity spaces will be ventilated before used again 	
Emergency building evacuation	H	<ul style="list-style-type: none"> • Danger to pupils • Danger of pupils becoming lost/separated from their group 	<ul style="list-style-type: none"> • TBMH Activity Leaders will always have a secure 'grab bag' containing key information about the pupils in classes. This will be taken with the TBMH Leader to the external meeting point and contact details used if needed. • All children and young people will be calmly escorted via the nearest evacuation route to the muster point where they will be counted and kept safe 	L
Teachers Health	H	TBMH staff	<ul style="list-style-type: none"> • TBMH staff should be symptom-free and feeling well before commencing teaching in an educational establishment. • Underlying health issues must be discussed with the relevant Line Manager. If a member of your family is showing symptoms of Covid-19 this will also mean that you are unable to work. • Staff should increase their own • All TBMH staff must participate in the Lateral Flow Test (LFT) programme of testing (HERE), receiving at least 2 LFTs per week, with a gap of 3-4 days between tests. Results must be logged by each tutor within 24 hours with the NHS (app or online), and the TBMH centrally. All tutors must adhere to the agreed arrangements for testing and logging results. • If a teacher is displaying Covid-19 symptoms they must immediately 	M

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			<p>level of personal hygiene, for example, increased hand washing and cleaning.</p> <ul style="list-style-type: none"> • Classes at the Lyric will be capped at a maximum of 15 students, along with a maximum of 3 adults • Parents and Carers will not enter any teaching rooms 	<p>report to the relevant Line Manager and not go to work</p> <ul style="list-style-type: none"> • Any staff with underlying health issues will be risk assessed by the relevant Line Manager on an individual basis as to the risk of them becoming unwell from their TBMH work • Staff members who are extremely clinically vulnerable will be supported to remain at home throughout any shielding period that may be in place • Staff members who are clinically vulnerable (e.g. with an underlying health condition) will be assessed and suitable measures put in place to manage the risk by the relevant Line Manager (e.g. working from home where possible) • Staff members who are pregnant will have a specific assessment using the New and Expectant Mothers assessment process and specific COVID-19 guidance • Reasonable adjustments will be reviewed for staff members where change to work activity has been identified previously • Managers are aware of and will support employees who have increased anxiety, and keep all employees up to date with ongoing PHE / National Institute for Health Protection guidance • Anybody who has been instructed to
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				<p>shield or falls into a category must not work and should make this known to the relevant Line Manager</p> <ul style="list-style-type: none"> • Social distancing measures must be observed at all times • Staff should wear face masks/coverings when moving around the premises and also where appropriate or reasonable while teaching. When a face covering cannot be worn during teaching, additional mitigations must be actioned (e.g. 2-metres distance and ventilation). • If you feel a young person is showing any signs of COVID-19 this must be reported straight away to the Lyric and the relevant TBMH Line Manager must also be informed • Never use anyone else's mouthpiece/instrument at any time • Wash your hands thoroughly upon entering and exiting the Lyric and, if you are in the Lyric for a considerable amount of time, take regular intervals throughout the day • All work experience and shadowing activity will cease • Volunteers will carry out activity only where essential and will be provided with the same information, instruction and support as employees • Handwashing will be carried out upon arrival and after every visit has been completed; and during visits 	
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				<p>contact with surface areas will be avoided where possible</p> <ul style="list-style-type: none"> • Staff members will be encouraged to carry tissues with them and they should identify where bins are located in each of the settings where they teach • Staff will be encouraged to have C-19 vaccine (when available); and a Winter Flu jab 	
Singing and Choirs	H	Pupils and staff	<ul style="list-style-type: none"> • All staff and pupils should be in a well-ventilated room. Natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing are essential • Classes at the Lyric will be capped at a maximum of 15 students, along with a maximum of 4 adults • Parents and Carers will not enter any teaching rooms • There will be a ventilation break in between classes • Singers should not be encouraged to sing loudly or over-accentuate words. • Use microphones where available, and appropriate • Consider wearing face coverings 	<ul style="list-style-type: none"> • Pupils take their belongings (coats) to their own seat area and keep these to themselves. Only the pupils should move/touch/carry their own belongings. • Consider singing outdoors if you can • Each singer must have their own music or words must be projected onto a screen • 2-metre distancing will be in place as referred to in the DfE Guidance • Singing should be quiet with consideration that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space • Accompanists should be 3-5 metres away from the first singer • Teachers will remain in a fixed position (where possible) at a distance of 3 meters from the first singer • Teachers may wear face masks 	M

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Instrumental Classes	M	Pupils and staff	<p style="text-align: center;">when singing</p> <ul style="list-style-type: none"> • All staff and pupils should be in a well-ventilated room. Natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing are essential • Classes at the Lyric will be capped at a maximum of 15 students, along with a maximum of 4 adults • Parents and Carers will not enter any teaching rooms • There will be a ventilation break in between classes • The teaching room needs to be large enough to maintain social distancing measures or conform to a minimum of 2 metres for mouth-blown instruments (NB flutes generate two air streams, to the front and the side). • Rooms will be set-up according to the needs of the class. • Safe distance: All instruments to be at least 2-metres from teacher/other people • Consider use of bell masks for 	<ul style="list-style-type: none"> • Pupils take their belongings (coat/instrument) to their own seat area. Only pupils should move/touch/carry their own instrument and instrument case. • Cleaning of surfaces, stands and instruments must take place between use by different pupils • Regular handwashing is required for all staff • Staff (and pupils) should consider use of moisture guards/bell masks e.g. https://www.moistureguard.co.uk/ to further reduce risk; however, this is not compulsory. • Players should be discouraged from holding their bell high as droplets may fall back into the mouth • Any excess particles on the floor must be cleaned by the student who distributed them • Accompanists should be 3-5 metres away from the first instrumentalist • Teachers will remain in a fixed position (where possible) at a distance of 3 meters from the first instrumentalist • Teachers may wear face masks 	L
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			brass and woodwind		
Suitable Teaching Environment	H	Pupils and staff	<ul style="list-style-type: none"> Gentle through-ventilation is required with window or door open, if possible There should be a minimum of 2 metres distance at all times between students and teachers 	<ul style="list-style-type: none"> Recirculating air systems should not be used Fire doors must not be propped open Consider outdoor learning, where possible and appropriate for all 	M
Cleaning Instruments	H	Pupils and staff	<ul style="list-style-type: none"> Instrument hygiene is imperative to stop the spread of infection 	<ul style="list-style-type: none"> Instruments should be cleaned by the pupils playing them, where possible Music resources should be cleaned frequently and meticulously and always between classes with different bubbles; or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles Ensure correct cleaning guidance is adhered to so as not to damage the instrument: https://www.nfhs.org/media/3812235/covid-19-instrument-cleaning-guidelines.pdf 	M
Sharing Instruments or Instrument Changeovers	H	Pupils and staff	<ul style="list-style-type: none"> Staff and pupils must be aware not to share instruments and extra hygiene procedures need to be put in place to ensure that this is not a cause of cross-contamination 	<ul style="list-style-type: none"> Gloves must be provided to staff for sanitising and cleaning instruments Hand sanitiser should be used regularly Hand cleaning must take place at regular intervals Mouthpieces and reeds must never 	M

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				be shared <ul style="list-style-type: none"> Instruments should be cleaned by the pupils playing them, where possible. 	
Action should a staff member develop symptoms	H	Pupils and staff	<ul style="list-style-type: none"> Suitable action needs to be taken should a staff member develop symptoms whilst working on any school site 	<ul style="list-style-type: none"> The staff member should notify the relevant Line Manager of any close contacts in work (in the last 48 hours) while they are isolating or awaiting test results Managers will ensure that work arrangements for close contact employees do not include contact with service users who are shielding, avoid individuals who are high risk or clinically vulnerable, and that extra care is taken in practising social distancing, with good universal hygiene in place The Head/Deputy Head TBMH will ensure that all close contact colleagues are made aware of any test results as soon as they are made available (NHS Test and Trace) Staff members will be reminded to stay at home and follow isolation rules Staff members will be informed of the requirements relating to when they are able to return to work after having symptoms or self-isolating 	M

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