

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

Establishment: Tri-borough Music Hub

Risk assessment visit date: 31/08/21 *(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 and Latymer Upper School from Sep 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 and Saturday Music School at Latymer Upper School
- For Children and Young People learning with the TBMH to safely engage with musical classes at the Lyric and Saturday Music School at Latymer Upper School

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: 31st August 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 Venue	H	Pupils and staff	<ul style="list-style-type: none"> • Staff and pupils will be encouraged to wear masks when arriving and when moving around the building. 	Prior to classes <ul style="list-style-type: none"> • Young people will be asked to arrive no more than 10 minutes prior to class start time • Young people are to arrive dressed and ready for class • Young people will be required to sanitise their hands upon entry 	M

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During Classes at the venue	H	Pupils and staff	<ul style="list-style-type: none"> Social distancing in place 	During classes <ul style="list-style-type: none"> All activity planned and delivered will use distancing between pupils and staff where possible 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 in its use across other areas of the building. Minimal shared resources will be used during classes <u>LYRIC</u>: Parents/carers are welcome to use the venue facilities while waiting for the child to end their class. However, any adult who is not exempt will be asked to wear a face covering whilst waiting for a young person. <u>Saturday Music School</u>: Parents/carers are asked to drop off and collect their children at the security gate. Parents/carers of the youngest pupils will be allowed in to the school. 	M
After classes at the venue	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 will be asked to sanitise their hands before accessing other parts of the building Young people will be returned to their parent/carer in the Lyric; or outside at Latymer. 	L

This risk assessment will be reviewed and updated in line with any new guidance that is issued
LAST UPDATE: 31st August 2021 by *Stuart Whatmore, Head TBMH*

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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. 	<ul style="list-style-type: none"> • 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 level of personal hygiene, for example, increased hand washing and cleaning. 	<ul style="list-style-type: none"> • Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed. 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 report to the relevant Line Manager and not go to work • 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 pregnant will have a specific assessment using the New and Expectant Mothers assessment process and specific COVID-19 guidance 	M

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				<ul style="list-style-type: none"> • 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 • 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. • If you feel a young person is showing any signs of COVID-19 this must be reported straight away to the venue 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 venue and, if you are in the venue for a considerable amount of time, take regular intervals throughout the day • Volunteers will carry out activity only where essential and will be provided with the same information, instruction and support as employees • Handwashing should be carried out upon arrival and after every visit has been completed; and during visits contact with surface areas will be avoided where possible • Staff members will be encouraged to 	
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				<p>carry tissues with them and they should identify where bins are located in each of the settings where they teach</p> <ul style="list-style-type: none"> • 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. • Singers should not be encouraged to sing loudly or over-accentuate words. • Use microphones where available, and appropriate • Consider wearing face coverings when singing 	<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 should have their own music or words must be projected onto a screen • Distancing will be used between pupils and staff members • Singing should be moderate volume 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 distanced from the first singer • Teachers may wear face masks 	M
Instrumental Classes	M	Pupils and staff	<ul style="list-style-type: none"> • All staff and pupils should be in a well-ventilated room. • The teaching room needs to be large enough to maintain distancing measures • Rooms will be set-up according 	<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 should take place between use by different pupils • Regular handwashing is required for 	L

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		<p>to the needs of the class.</p> <ul style="list-style-type: none"> Consider use of bell masks for brass and woodwind 	<p>all staff</p> <ul style="list-style-type: none"> 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 distanced from the first instrumentalist Teachers may wear face masks
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 <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
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 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

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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"> Hand sanitiser should be used regularly Hand cleaning must take place at regular intervals Mouthpieces and reeds must never be shared Instruments should be cleaned by the pupils playing them, where possible. 	M
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 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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