

Risk Assessment Form: Norfolk Music Service, Educator Solutions

This form must accompany all forms required for LEA approval

Establishment: City of Norwich School, Eaton Road, Norwich, NR4 6PP 01603 274000

Risk Assessment Visit Date: Rolling RA with updates added 12/08/21

Proposed activity/environment: Weekly Ensemble rehearsals.

Educational Objectives: To attend weekly ensemble rehearsals.

Group Leader's Name: Krista Ribbons

Risk Assessment written by: Krista Ribbons

Reviewed and approved by: Alison Bell

If the visit involves proximity to water, All adults must be issued with 'Group Safety at Water Margins' (DfES/CCPR) **Date:** 12/08/2021

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.	
	H/M/L risk				Outcomes H/M/L risk
Pupil Drop Off	M	Pupils	Before 4:30pm staff and pupils should park on the main car park at reception. After 4:30pm parents and staff can park either at reception or at the car park next to the tennis courts (see attached map). All students will enter through the main entrance to the Arc.	Staff should ensure that the correct entrances and car park are being used and monitor the entry points particularly between rehearsals. No staff or parent/guardians must wait outside the entrance to the Arc.	L

Staff Arrival & Parking	M	Staff	Staff should make sure that their cars are parked safely on the school, referring to the timings and attached maps of car parks. Staff must sign in at the site managers office.	Staff should drive slowly onto the playground and be vigilant for pupils being picked up / dropped off if they arrive during the evening.	L
CNS Pupils still onsite	M	Staff, pupils, parents	The school has classes until 4:10pm. Only teachers, ensembles coordinator and students with a 1:1 lesson should be onsite before 4:30pm.	Ongoing dialogue should always be kept between centre leaders and CNS staff, especially when there are different timings or events such as concerts. This is the responsibility of the Centre Leader (David Stowell) to oversee.	L
Sign-in/ registration	M	Pupils, staff & parents	All pupils, staff and any parents attending in the waiting room identified by the school should sign in immediately on arrival, using the iPad or the paper sign-in sheet as appropriate Staff should take a register at the beginning of every session, totalling the number of students present. If pupils enter or leave during the rehearsal, then this needs to be noted on the register and the number altered accordingly. Registers should be handed in to the centre manager at the end of the rehearsal who will ensure that any information or new starters gets transferred back to the admin support staff A named member of staff should be responsible for this (Amelia Rous Milligan), overall responsibility lies with the centre manager who should always know the number of students	Amelia Rous Milligan should ensure that all pupils sign in and out of the premises on entry – the desk should be in close proximity to the door and manned at all time by Music Hub staff. iPads need wifi connection which needs checking prior to pupils arriving. The Centre Leader (DS) is responsible for ensuring the data is handled securely in line with current GDPR regulations. Paper copies of this information will be locked in the Music Service filing cabinet at CNS along with the ipads each week.	L

			<p>/ staff / parents present during each session.</p> <p>Parents should only be on site for drop off/pick up, except at the end of each term when ensemble informal concerts take place.</p>		
<p>Emergency Contact Details</p> <p>Illness and medical conditions</p>	M	Pupils / Staff	<p>All ICE details will be kept secure and are available directly through Krista Ribbons The Centre Leader (David Stowell) will also hold the ICE details in a hard copy securely on site.</p> <p>Ensemble leaders should hold / have access to password protected copies of the ICE details for their ensemble.</p>	<p>Medical conditions should be clearly checked and identified by each ensemble leader prior to each rehearsal.</p> <p>Ensemble leaders should ensure that all of the support staff for their ensemble are aware and prepared for all pupil's medical conditions.</p> <p>GE and DS (staff) cannot lift heavy equipment or music boxes.</p>	L
Special Needs / Additional Needs	M	Pupils / Staff	<p>Pupils who have been identified with anxiety related issues. They will be given extra reassurance / support and all staff will be made aware to monitor the situation. Many children feel anxious in performance situations; staff are accomplished at supporting and encouraging pupils in this area.</p>	<p>Staff will be particularly vigilant with new band members and pupils suffering from anxiety will be identified in any risk assessments for special visits.</p>	L
First Aid	L	Pupils and Staff	<p>Amelia Rous Milligan is the first point of contact for first Aid.</p> <p>Any incidents or first aid administered will be recorded. KR / AB will be notified immediately if they are not present.</p>	<p>Norfolk and Norwich: closest A & E Dept. Colney Lane Norwich, NR4 7UY 01603 286286</p>	L

Emergency Evacuation	H	Staff, pupils, parents	<p>In the event of an emergency, all parties should leave the building via the nearest fire exit.</p> <p>Everyone should make their way out and assemble in front of the Site Managers office, near the entrance gate.</p> <p>The Centre Leader is responsible for ensuring a fire role call is completed and liaising with emergency services as appropriate.</p>	<p>Separate emergency evacuation instructions and itemised duties have been issued to all staff. The procedures are working documents designed to be updated when necessary, particularly when there is a change of staffing.</p> <p>All ensembles will take part in a termly fire drill which will be organised by the Centre Leader.</p>	M
Waiting Area – Staff Room	M	Parents / Staff	<p>Parents/ Carers are not permitted to watch the rehearsals.</p> <p>All adults should be identified by an NMS lanyard.</p> <p>NMS staff may use the kitchen area but need to ensure it is left tidy when leaving the building.</p>	<p>Pupils should only be allowed in the staff room with permission from an NMS staff member.</p> <p>Any visitors must be agreed by Krista Ribbons or Alison Bell prior to the rehearsal and be accompanied at all times by David Stowell or Amelia Rous Milligan</p>	L
Toilet Facilities	M	Pupils & Staff	<p>Pupils should use the pupil's facilities</p> <p>Staff should use the Disabled toilet.</p>	<p>Students identified with specific needs should use the single cubicle Disabled Toilet. This must be agreed via a conversation with a manager.</p>	L
Covid	H	Pupils and Staff	<p>Anyone feeling unwell with Covid 19 symptoms should not attend ensembles and anyone who feels unwell during the evening must inform the staff immediately.</p> <p>Where possible students will be encouraged to socially distance whilst rehearsing.</p>	<p>Ensure facilities and means for regular hand washing are available.</p> <p>Hands must be washed before and after touching shared objects, such as activity equipment, before eating and after using the toilet.</p> <p>Participants should provide their own food and drink and not share with others.</p>	M

				<p>All staff and students should avoid touching objects shared by the public such as door handles (where possible).</p> <p>Anyone who wishes to wear a face covering should be permitted to do so unless it is agreed that it would cause a serious risk to their safety during the activity.</p> <p>Regular reminders of the rules and enforcement of them is the responsibility of all staff.</p> <p>Antiseptic gels and/or wipes will be available.</p> <p>All waste must be properly disposed of.</p> <p>Any Covid 19 cases amongst both staff and students must be reported to AB as soon as possible.</p>	
Child Protection	M	Pupils	<p>All Music Service staff are DBS checked and have followed all the necessary checks and regulations to work with children.</p> <p>All staff are required to complete annual safeguarding training and bi-annual prevent training.</p> <p>Any safeguarding concerns should be raised immediately with Alison Bell (DSL) or David Stowell (onsite DSL), following the Norfolk Music Hub guidelines and procedures.</p>		L

Lifting Equipment	M	Staff Percussion Pupils	All equipment will be positioned by members of NMS staff and the percussion section of SWB. Some of the equipment is heavy. Care must be given to maintain that staff lift items correctly. Pupils to be fully supervised when lifting / moving equipment.	GE and DS are not to lift any heavy equipment.	L
Practice rooms/ main hall	M	Staff, pupils, parents	No pupils should ever be in practice spaces without adult supervision. NMS staff should be present 15 minutes before and after each ensemble and this is the responsibility of the conductor or the Centre Leader to ensure adequate provision is in place. The Main Hall is a large space, with equipment for rehearsals stored at the far end, behind the curtains.	Tutors need to monitor all rooms and be vigilant for students moving between spaces. No students should be left in rooms unaccompanied at any time. Students must be supervised at all times whilst moving equipment.	L
Instrument lock up	M	Staff, pupils	An adult must supervise the loading and unloading of instruments from the lock up.	Students must be supervised at all times and only NMS staff must unlock and lock the door.	L
Break Times / between sessions	M	Staff & Pupils	Pupils should remain within the rehearsal space during break times unless they are using the toilet facilities.	Pupils should be supervised at all times by NMS staff – all present should take active responsibility for ensuring this is covered.	M

Pupils Not collected	L	Pupils, staff	<p>If a pupil is not collected for whatever reason, two staff members should remain with the pupil until they are collected. The Center Leader must always be one of these.</p> <p>After 30 minutes KR / AB should be informed and a member of the SMT will come and wait with the pupil / make alternative arrangements for the pupil's safe return.</p>	Ice details are kept on site in a locked cabinet and also on EVOLVE.	L
Leaving the Building	M	Staff/Pupils.	<p>Pupils will be required to sign out of the building via iPad or paper method when they leave.</p> <p>All pupils under 18 must be collected by an adult unless the parents have completed a form.</p> <p>All staff must sign out via passtab/online registers and sign out at the site managers office.</p>	<p>Designated staff should ensure that all pupils have been signed out correctly and contact parents with any concerns over pupils who have not signed out.</p> <p>If using iPads, the Centre Leader should keep a continual check on pupils present using passtab login.</p> <p>Staff should ensure that pupils sign in when entering the building – they should not be permitted to wait in any area without first completing the sign in procedure.</p>	L
Locking the building	L	Staff	After ensuring all pupils have been collected, the lead staff member should ensure that they inform the caretaker / site manager that they are vacating the premises.	Staff are not responsible for locking the building but should ensure full communication with the school and that the rooms are left tidy,	L