

COVID-19 Risk assessment template F646

This risk assessment template should be used for services and activities where other specific templates are not available. Examples of specific templates include: premises, home visits, visiting premises, sites and outdoor working. These are all available via myNet. Please check if there is a suitable alternative risk assessment template before using this one. The risk assessment considers a single hazard of COVID-19 and identifies the broad areas of infection control measures that must be considered to reduce the risk of transmission to employees, service users and visitors, with the aim of reducing the risk as low as is possible in line with community risk levels. Persons completing this assessment must familiarise themselves with the compliance code and specific relevant guidance documents before completion. The areas identified below are the main areas of risk. Services will need to identify the specific controls measures that are relevant to their activity following the guidance.

**All risk assessments must be reviewed and approved by Health, Safety and Well-being before services can recommence. Health, Safety and Well-being will only review those services that have been approved for reopening by the Theme G Group.**

<b>Setting/Service being assessed:</b> Music Service Ensembles (out of school provision) Assessor Name: Alison Bell Manager Name: John Crowley	<b>Assessment Date:</b> 08/09/2021 <b>Review Date:</b> 31/03/2022 <b>Assessment number (Assigned by HSW following approval):</b> DACEXAB1009210804
<b>Description of activity being assessed (provide a brief description of the activity, the tasks, people, equipment and site(s) involved):</b> Music Service County Ensemble provision taking place at CNS School involving Music Service teachers and pupils from across the county joining together for music making activity: <a href="#">1206-Ensemble-Booklet-V0_6.pdf (norfolkmusicclub.org.uk)</a>	

Area of risk	Control Measures in place	By whom	Date Completed
Direct person to person transmission (you may want to consider this for each task/site/room/area separately as well as vehicles where applicable)	<p>(Examples of controls will include limiting the number of interactions with other people to only those that are essential, making checks in advance of interactions to ensure people are not symptomatic, utilizing contact records, designing activities to keep 2m distance from other people as much as possible, cohorting groups to keep consistency of people working with each other, improving ventilation indoors or working outdoors where possible, putting in place measures to separate ill people, use of PPE where appropriate. Remember to consider all rooms or spaces in a building and all outdoor spaces being used and how people will travel around e.g. toilets, break out space, dining areas, corridors, meeting space, car parks, reception areas etc as well as the use of transport where it applies)</p> <ul style="list-style-type: none"> <li>• If a teacher is displaying Covid-19 symptoms they must immediately report to the Head of Service and not travel to ensembles</li> <li>• Lateral flow testing has been implemented twice a week with centrally recorded results and no one will be allowed on-site without a negative LFT recorded. In the case of participants, the welcome email will detail expectations in relation to COVID status</li> <li>• Anybody who is asked to self isolate or is awaiting a PCR result at any time must not work and should make this known to the Head of Service</li> <li>• Infection control procedures from CNS have been obtained and will be documented and collated centrally</li> <li>• Social distancing measures will be observed at all times and in line with the latest Music Unlocked Guidance as issued by Music Mark.</li> <li>• If anyone on-site is showing any signs of COVID-19 this must be reported straight away to the Instrument and Events Co-ordinator and the Head of Music Service must also be informed</li> <li>• Hands will be washed thoroughly upon entering and exiting the venue and at regular intervals throughout the evening</li> <li>• All work experience and shadowing activity has ceased</li> <li>• Volunteers will carry out activity only where essential and will be provided with the same information, instruction and support as employees</li> <li>• Handwashing (rather than sanitiser) after every ensemble changeover is recommended and avoidance of contact with surface areas where possible</li> </ul>	Alison Bell	13/09/2021

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	<ul style="list-style-type: none"> <li>• Staff members will be encouraged to carry tissues with them and they should identify where bins are located in the venue</li> <li>• NMS staff must wear face masks/coverings with the exception of demonstrating wind or brass instruments where social distancing measures and appropriate ventilation will be observed. Staff must ensure that they feel safe at all times and should continue to wear masks: this is actively encouraged in enclosed communal areas.</li> <li>• All staff and pupils will be in a well-ventilated room, verified as part of our schools based risk assessment. Singers should keep the dynamic (volume) down and sessions will be limited to no more than 40 minutes for vocal activities.</li> <li>• Safe distances will be observed as follows: Flutes 1.5 metres in front of the player 0.8metres from the end of the flute Other woodwind instruments except saxophones 1.5 metres Brass and saxophones 2 metres from end of the bell as a minimum amount</li> <li>• As in instrumental teaching, a table will be placed between the ensemble tutor and the group that is being taught with a distance of 2 metres clearly measured out and verified by Music Service management before the start of the first session.</li> <li>• Ensembles will be staggered so that students are not crossing over at any time with other groups and to avoid mixing. Within ensembles themselves, students will be discouraged from moving from their own spot.</li> <li>• Music Service managers will lead by example, promoting safe working practises at all times.</li> <li>• Additional resources will be made available to comply with risk assessments requirements where necessary.</li> <li>• Staff must not shake hands or make physical contact at any time with any colleagues or pupils within school settings and the use of hand sanitiser is actively encouraged alongside the use of their own pen/individual equipment.</li> <li>• Site numbers have been confirmed in-line with out of school external hire policies and verified with site teams</li> <li>• All venues have been assessed as COVID-secure</li> </ul>		
<p>Surface transmission, including equipment and resources (you may want to consider this for each task/site/room/area separately as well as vehicles where applicable)</p>	<p>(Examples of controls include increased regular cleaning and disinfection of premises, equipment, vehicles, touch points etc, provision of bins and tissues to encourage good respiratory hygiene, using different cleaning equipment for different areas, eliminating or reducing the use of shared equipment and resources, systems of quarantining and maintaining distance where resources do need to be shared, provision of hand hygiene stations, education and signage to encourage cleaning, hand and respiratory hygiene, emptying bins regularly)</p> <ul style="list-style-type: none"> <li>• Equipment will not be shared at any time e.g. mouthpieces, reeds.</li> <li>• Rooms will be ventilated as much as possible throughout the activities with all pupils facing in the same direction so as to minimise transmission.</li> <li>• Music will not be shared between pupils and direction will be projected onto a whiteboard wherever practically possible.</li> <li>• Time will be given at the end of each session to ventilate the rooms before being utilised by another group with staggered changeovers to allow for cleaning to take place.</li> <li>• Rooms will be organised at the start of the evening to avoid any unnecessary moving of equipment during the rehearsals themselves.</li> <li>• Cleaning of surfaces, stands and shared instruments (percussion) will take place at regular intervals by staff members throughout the evening. The correct cleaning guidance will be adhered to so as not to damage instruments <a href="#">covid-19-instrument-cleaning-guidelines.pdf (nfhs.org)</a></li> <li>• Players will be discouraged from holding their bell high as droplets may fall back into the mouth.</li> <li>• Any excess particles on the floor must be cleaned by the student who distributed them.</li> <li>• Recirculating air systems will not be used.</li> <li>• Gloves will continue to be utilised where useful especially when cleaning areas/equipment or working with pupils who have additional needs.</li> </ul>	<p>Alison Bell</p>	<p>13/09/2021</p>

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	<ul style="list-style-type: none"> <li>• Ipads will be discontinued as a sign-in tool and registers will be taken instead. Queuing will be discouraged and pupils will be registered outside or in a well ventilated space as required. More staff will be on hand to avoid an undue delay at changeover times.</li> </ul>		
Persons at increased risk from the virus	<p>(Examples of controls include identifying all persons at increased risk and undertaking individual risk assessments or reviewing health and care plans as appropriate – direct to template risk assessments available)</p> <ul style="list-style-type: none"> <li>• Any staff with underlying health issues will be risk assessed by the Head of Service on an individual basis as to the risk of them becoming unwell from their normal work. This has been reviewed inline with the latest guidance released by the government. Staff members who are extremely clinically vulnerable will be supported to remain at home throughout any further shielding period that may be in place at any time</li> <li>• 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 Head of Music Service (e.g. working from home where possible, undertaking alternative roles where social distancing can be adhered to etc)</li> <li>• Staff members who are pregnant will have a specific assessment using the New and Expectant Mothers assessment process and specific COVID-19 Guidance</li> <li>• Reasonable adjustments will be reviewed for staff members where change to work activity has been identified previously</li> <li>• Managers are aware of and will support BAME employees who have increased anxiety and keep all employees up to date with ongoing PHE advice</li> </ul>	Alison Bell	03/09/2021
Employee and service user mental health and well-being due to anxiety or increased pressure	<p>(Examples of controls include identifying sources of support and how you are signposting to and encouraging use of these e.g. NSL, Well-being Programme as well as what management support you have put in place)</p> <ul style="list-style-type: none"> <li>• Staff members will be encouraged to speak to either their Area Manager or the Head of Service about any concerns so that Managers can address employee needs on an individual basis.</li> <li>• In all cases, conversations and agreed control measures in relation to wellbeing of staff members will be L recorded on the appropriate forms provided.</li> <li>• Arrangements will be put in place to ensure that staff members can communicate and collaborate together digitally on a regular basis. Communication routes will be publicised and formally planned.</li> <li>• Staff members will be able to contact the Head of Music Service at any time in relation to concerns they may have but will also be made aware of the Norfolk Support Line and the NCC Wellbeing Team per the staff handbook should they require any additional support.</li> <li>• A wellbeing and mental health champion will be on-site at all times, alongside our DSL, throughout the evening should staff or pupils have any concerns.</li> </ul>	Alison Bell	06/09/2021
Lack of awareness of the control measures and requirements (the need for information, instruction and training)	<p>(Examples include education of employees about symptoms and steps to take if they or others become ill, the use of posters or signage to provide reminders of rules and requirements, e-learning, guidance documents, corporate communications, team meetings, instructions for visitors and service users)</p> <ul style="list-style-type: none"> <li>• Discussions will take place with the Music Service Team to ensure their safety at all times</li> <li>• Training has already taken place with all Music Service Team members to ensure compliance.</li> <li>• Discussions have taken place with the venue to ensure that both parties are happy with the control measures in place.</li> </ul>	Alison Bell	06/09/2021

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	<ul style="list-style-type: none"> <li>• Regular reviews of arrangements to take place taking into account feedback, suggestions and concerns.</li> <li>• INSET opportunities for all members of the team to ensure that all information, instruction and training is carried out safely (carried out 6/9/2021).</li> <li>• Arrangements to be put into place to monitor compliance with the new ways of working and actions taken to secure improvements where necessary.</li>   <li>• We will follow respiratory hygiene 'Catch it, Kill it, Bin it' requirements at all times.</li> <li>• All staff members will be instructed on the nature of COVID-19 and its transmission. All staff members will then confirm in writing that they understand the reason for the control measures that are required throughout face- to-face delivery</li> <li>• All staff members have confirmed in writing that they are confident in applying the control measures identified in this risk assessment and will be involved in its practical implementation.</li> </ul>		
Existing emergency arrangements may no longer be appropriate	<p>(Examples include a review of the first aid risk assessment due to reduced number of first aiders, changes in activity etc.; a review of the fire risk assessment, evacuation plan and individual PEEPs due to changes in building use and users)</p> <ul style="list-style-type: none"> <li>• Fire doors will not be propped open under any circumstances.</li> <li>• Staff members must only liaise with the Head of Music Service in the first instance for anything COVID related.</li> <li>• The Head of Service will be available at all times to respond in the event of a COVID-related incident.</li> <li>• Additional First Aid support has been put in to place to cover absence and reduced capacity with more staff members trained over the Summer period.</li> </ul>	Alison Bell	13/09/2021