

Risk Assessment Form: Norfolk Music Service, Education Achievement and Early Years, Children’s Services, Norfolk County Council

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: 07/03/22 AB Updated 13/6/22 LA

Proposed activity/environment: Weekly Ensemble rehearsals.

Educational Objectives: To build confidence as a performer developing skills in playing as part of an ensemble.

Group Leader’s Name: Lesley Amey

Risk Assessment written by AB/KR/ LA updated 13/6/22

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:** 13th June 2022

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 H/M/L risk
	H/M/L risk				
Pupil Arrival	M	Pupils	Before 4:45pm parents should park on the main car park at reception. After 4:45pm parents can park either at reception or at the car park next to the Astro pitches. 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. The reception desk is situated to the left of the main door to ensure all pupils enter the same way to sign-in with no parents permitted in the building at any time	L

Staff Arrival and Parking	M	Staff	<p>Staff should make sure that their cars are parked safely on the school, referring to the timings.</p> <p>Staff must sign in on arrival to the Arc with the Instruments and Events Coordinator.</p> <p>Staff must ensure they arrive in good time to allow ensembles to commence promptly.</p>	<p>Staff should drive slowly onto the playground and be vigilant for pupils being picked up / dropped off if they arrive during the evening.</p> <p>Staff must always wear both their CNS lanyard and their NMS lanyard whilst on-site.</p>	L
CNS Pupils still onsite	M	Staff, pupils, parents	<p>The school has classes until 4:10pm. Only teachers, ensembles coordinator and students with a 1:1 lesson should be onsite before 4:45pm.</p> <p>Pre-checks need to be completed by ALL NMS staff in advance of pupils arriving in rehearsal spaces – this is everyone’s responsibility.</p>	<p>Ongoing dialogue should always be kept between centre leaders and CNS staff, especially when there are different timings or events such as concerts.</p> <p>This is the responsibility of the on-duty Music Service SLT and Instrument and Events Co-ordinator to oversee.</p>	L
Sign-in/ registration	M	Pupils, staff & parents	<p>It is mandatory for all pupils, staff and any pre-registered visitors attending ensembles to sign in immediately on arrival with the Instrument and Events Co-ordinator.</p> <p>Registers are a legal requirement and as such must be stored safely and securely with an accurate reflection of all pupils and adults on site at any given time.</p> <p>The Instrument and Events Co-ordinator will organise sign-in, however, overall responsibility lies with the designated SLT staff member who should always know the number of students / staff / parents present during each session. Parents should only be on site for drop off/pick up. No parents will be</p>	<p>The Instrument and Events Co-ordinator should ensure that all pupils sign in and out of the premises on entry – the desk should be in close proximity to the main double doors and manned at all time by Music Service staff.</p> <p>The designated SLT member of staff is responsible for ensuring the data is handled securely in line with current GDPR regulations. We have access to locked secured storage at CNS should this be required to house any documentation in the event of IT failure.</p> <p>Sign in will be done electronically, currently on a laptop by the Instrument and Events Co-ordinator. The spreadsheet records numbers in</p>	L

			allowed inside the Arc at any time except for the end of each term when often informal concerts take place.	and out. Contact will be made by LA with parents / carers using ICE information if pupils have not signed out to ensure they are safe.	
Emergency Contact Details Illness and medical conditions	M	Pupils / Staff	All ICE details will be kept secure and are available directly through the designated SLT staff member, Instrument and Events Co-ordinator or EPOC Alison Bell (Head of Service). The designated SLT member will also hold the ICE in a hard copy securely on site.	Medical conditions should be clearly checked and identified by each ensemble leader prior to each rehearsal. Ensemble leaders should ensure that all of the support staff for their ensemble are aware and prepared for all pupil's medical conditions. GE, AD and DS (staff) cannot lift heavy equipment or music boxes. Pupils who have not registered online will not be allowed to attend a trial week without emergency contact details having been provided and verified by Phil Olley.	L
Special Needs / Additional Needs	M	Pupils / Staff	Several pupils 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.	Staff will be particularly vigilant with new band members and pupils suffering from anxiety will be identified in any risk assessments for special visits.	L
First Aid	M	Pupils and Staff	There will be a minimum of two staff members always present with valid First Aid Training. Currently LA PO AD. Phillip Olley is the first point of contact for first Aid.	Norfolk and Norwich: closest A & E Dept. All first aid incidents must be reported to the designated SLT member of staff at the time of occurrence and the Head of Service made aware.	L

			Any incidents or first aid administered will be recorded by the designated SLT staff member and discussed with the Head of Music Service immediately so that this can be correctly reported on the OSHENS system.	Any accidents or near misses must be reported at the time of the incident to the on-duty SLT and reported to the Head of Music Service to allow appropriate reporting and investigation on the OSHENS system.	
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 designated SLT staff member is responsible for ensuring a fire register 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.</p> <p>Fobs to open doors must be sufficient that there is no risk of being locked in during an emergency evacuation and responsibility for this will lie with Phil Olley.</p>	M
Staff Area	M	Visitors and Staff	<p>Parents/ Carers are not permitted to watch the rehearsals or enter the building.</p> <p>All visiting adults should be identified by an NMS visitor's 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 area with permission from an NMS staff member.</p> <p>Any visitors must be agreed by Alison Bell prior to the rehearsal and must be accompanied at all times by an NMS staff member when on-site.</p>	L
Toilet Facilities	L	Pupils and Staff	<p>Pupils should use the pupil's facilities Staff should use the Disabled toilet. Facilities must be checked as part of the pre-check procedure before pupils arrive on-site.</p>	<p>Students identified with specific needs should use the single cubicle Disabled Toilet. This must be agreed via a conversation with management.</p>	L
Hand washing facilities	M	Pupils	<p>Currently the soap dispenser in the female pupil toilet is broken and no</p>	<p>LA will purchase antibacterial handwash for the female pupil</p>	L

			<p>soap is supplied by the venue. Soap is to be provided by NMS whilst the dispenser is broken</p>	<p>toilets. AD is responsible for making sure it is in situ before Ensembles start. AD will let LA know when it is running low.</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>New staff to Ensembles are required by CNS to provide details of their DBS certificate number to Chris Kirk: c.kirk@cns-school.org</p> <p>Any safeguarding concerns should be raised immediately with Alison Bell (DSL), Krista Ribbons (Deputy DSL) or David Stowell (onsite DSL), following the Norfolk Music Hub guidelines and procedures.</p>	<p>Any Safeguarding concerns will be escalated to Alison Bell, Head of Service immediately as these come to light. The Head of Service's mobile telephone will remain on until 10:30pm when ensembles are taking place to allow for ample reporting time. The Head of Service is on -call should anything serious occur and can be available at the Arc within 45 minutes if required.</p>	L
Lifting Equipment	M	Staff Percussion Pupils	<p>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.</p> <p>Pupils to be fully supervised when lifting / moving equipment and no pupil under Year 11 age group will be permitted to move any items of equipment.</p>	<p>GE,AD and DS are not to lift any heavy equipment. DM to support percussion move at end of Jazz Band.</p> <p>Pupils should avoid moving equipment wherever possible and definitely only those involved in SWB who are percussionists should be involved in supervised lifting.</p> <p>No pupils are permitted to enter the outside storage area at any time.</p>	L

				The backstage area can only be entered with supervision.	
Practice rooms/ main hall	M	Staff, pupils,	<p>No pupils should ever be in practice spaces as they are not utilised by ensembles. NMS staff should be present 15 minutes before and after each ensemble and this is the responsibility of the conductor or the designated SLT staff member to ensure provision.</p> <p>The Main Hall is a large space, with equipment for rehearsals stored at the far end, behind the curtains.</p> <p>A walk-through must be completed by the designated SLT member of staff prior to pupils being on site.</p> <p>It is the responsibility of all staff members to complete pre-checks before pupils arrive on-site.</p>	<p>Tutors need to monitor all rooms and be vigilant for students moving between spaces.</p> <p>No students should be left in rooms unaccompanied at any time.</p> <p>Students must be supervised at all times whilst moving equipment and this is limited to percussion pupils of Year 11 age and above. It is the responsibility of individual tutors to ensure all equipment is usable before the start of any session (e.g. amps, drum equipment etc).</p> <p>All adults on-site must ensure the space is safe for pupils at all times and any issues resolved or reported immediately to the designated SLT staff member.</p>	L
Instrument lock up	M	Staff and pupils	<p>Only staff will be permitted in the lock-up area. Pupils are not permitted to be in the lock-up at any time. The light in the lock-up should be checked at regular intervals for functionality.</p>	<p>Only NMS staff must unlock and lock the door and keys are held centrally. Keys will be provided to the Instrument and Events Co-ordinator, the designated SLT member of staff, David Stowell and one spare to be kept locked on-site</p>	L

Break Times / between sessions	M	Staff and 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.	L
Pupils Not collected	M	Pupils, staff	If a pupil is not collected for whatever reason, two staff members should remain with the pupil until they are collected. The designated SLT member of staff must always be one of these. After 30 minutes the designated SLT staff member will make alternative arrangements for the pupil's safe return.	ICE details are kept on site in a locked cabinet. The Head of Service must be notified immediately and will attempt to make contact with the family.	L
Leaving the Building	M	Staff/Pupils.	<p>Pupils will be required to sign out of the building when they leave.</p> <p>All pupils under 18 must be collected by an adult unless the parents have completed a form to advise us of consent for alternative arrangements.</p> <p>All staff must sign out via 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>The designated SLT member of staff should check at regular intervals that the correct sign -in procedures are being followed.</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	M	Staff	After ensuring all pupils have been collected, the designated SLT member of staff 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
Senior students vacating the car park area	M	LA (DS if LA absent)	LA (DS) will ensure all 'senior' students have left the car park safely before themselves leaving.	School is locked up soon after rehearsals finish; students must have vacated before this time.	L

A Defibrillator is located by the Premises Managers Office.