

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 20/11/23

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 21/11/2023

Reviewed and approved by: Alison Brain

If the visit involves proximity to water, All adults must be issued with 'Group Safety at Water Margins' (DfES/CCPR) **Date:** 20th November 2023

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 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 Fisher Building.	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 Fisher Building 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 their NCC lanyard whilst on-site.</p>	L
CNS Pupils still onsite	M	Staff, pupils, parents	<p>The school has classes until 4:10pm. Only teachers, Instrument & Events Co-Ordinator and students with a 1:1 lesson should be onsite before 4:45pm.</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>Any issues report to Instrument and Events Co-ordinator.</p>	L
Pre-Checks/Designated Staff	M	Staff, pupils	<p>Pre-checks will be completed by HB Any issues will be reported to ARM - Instrument and Events Co-ordinator.</p>	<p>Pre-check walk through must be completed before pupils are allowed into the rehearsal spaces. If necessary, pupils will wait in the foyer until all checks are complete.</p>	
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 and</p>	<p>The Instrument and Events Co-ordinator should ensure that all pupils sign in and out of the Fisher Building on entry – the desk should be in close proximity to the main double doors and manned at all times by Music Service staff.</p> <p>Data must be 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>	L

			<p>has overall responsibility to 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 allowed inside the Fisher Building at any time except for the end of each term when often informal concerts take place.</p>	<p>Sign in will be done by the Instrument and Events Co-ordinator.</p> <p>Contact will be made by the Instruments and Event co-ordinator with parents / carers using ICE information if pupils have not signed out to ensure they are safe. Students who have permission to leave The Fisher Building and make their own way may sign out and leave at the end of their rehearsal, anyone without permission will wait with staff inside the reception area to be collected by an adult.</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 the Ensembles Lead, Instrument and Events Co-ordinator or EPOC Krista Ribbons. (Area Manager)</p> <p>A hard copy will be held on site in locked facilities and electronically by Instrument and Events Co-ordinator.</p>	<p>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.</p> <p>GE, RD and DS (staff) cannot lift heavy equipment or music boxes.</p> <p>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 the Instrument and Events Co-ordinator.</p>	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	<p>There will be a minimum of two staff members always present with valid First Aid Training. Currently ARM & AD.</p> <p>AD is the first point of contact for first Aid.</p> <p>Any incidents or first aid administered will be recorded by the AD or ARM and discussed with the Head of Music Service immediately so that this can be correctly reported on the OSHENS system.</p>	<p>Norfolk and Norwich: closest A & E Dept.</p> <p>All first aid incidents must be reported to the Instrument & Events Co-ordinator at the time of occurrence and the Head of Service made aware.</p> <p>Any accidents or near misses must be reported at the time of the incident to AD/ARM and then reported to the Head of Music Service to allow appropriate reporting and investigation on the OSHENS system.</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 Instrument and Events Co - Ordinator is responsible for ensuring a fire register is completed and liaising with emergency services as appropriate.</p>	<p>It is the conductor of each Ensembles responsibility to lead their group of Young People out of the nearest Fire Exit and lead them to the meeting point on the front car park, line them up and make sure they are quiet for the roll call. All personal possessions and instruments must be left in the rehearsal space.</p> <p>Assisting staff in the rehearsal will make sure fire doors are closed after the group has left.</p>	M

				<p>ARM/AD will check all students and staff are accounted for (Register roll call)</p> <p>ARM to liaise as necessary with emergency service.</p> <p>No one will be allowed back in the building until the all clear has been given.</p> <p>AD/ARM will take a First Aid kit as they leave the building.</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 ARM.</p>	
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 Lesley Amey prior to the rehearsal and must be accompanied at all times by a NMS staff member when on-site.</p>	L
Toilet Facilities	L	Pupils and Staff	Pupils should use the pupil's facilities or the accessible toilets at the back of the building. Staff should use the accessible toilet at the front of the building. Facilities must be checked as part of the pre -check procedure before pupils arrive on -site.	Students identified with specific needs should use the single cubicle Accessible Toilets at the back of the building.	L
Hand washing facilities	M	Pupils	If the soap dispenser in the female pupil toilet is broken and no soap is	AD is responsible for making sure it is in situ before Ensembles start and	L

			supplied by the venue soap is to be provided by NMS.	pack it away at the end of the evening. AD will let LA know when it is running low.	
Child Protection	M	Pupils	<p>All Music Service staff and volunteers 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 CNS through ARM.</p> <p>Any safeguarding concerns should be raised immediately with Alison Brain (DSL), Krista Ribbons (Deputy DSL) or David Stowell (onsite DSL), following the Norfolk Music Hub guidelines and procedures.</p>	Any Safeguarding concerns will be escalated to Alison Brain, 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 Fisher Building within 45 minutes if required.	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, RD and DS are not to lift any heavy equipment. DM/JS 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/rehearsal spaces/ Auditorium	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. It is the Ensembles Co-ordinators responsibility in liaison with Instrument and Events Co-ordinator 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 HB prior to pupils being on site.</p> <p>DS is the designated member of staff responsible for Brass & Wind players. HB is the designated member of staff for String players.</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>	L
Instrument lock up	M	Staff and pupils	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.	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 Ensembles Lead, DS and one spare to be kept locked on-site	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 staff 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 Instrument and Events Co-ordinator must always be one of these. After 30 minutes the Designated 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.	Pupils and staff will be required to sign out of the Fisher Building when they leave. All pupils without permission to leave the building will wait in the reception area to be collected by an adult. Permission will be sought at the beginning of each academic year when registering for Ensembles.	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. The Ensembles Co-Ordinator should check at regular intervals that the correct sign -in procedures are being followed. 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.	L
End of Term Sharing Events: Families as audience	M	Pupils/Staff/Parents/families	Pupils will arrive at separate time before audience. They will sign in at pupil sign in desk. Pupils' toilets will be allocated separately to staff and families/audience. Parents/audience/families will be asked to leave first to wait for their	Parents will only be allowed in the building at 5.30/7.15 dependant on sharing event attending. A different door will be used by pupils and family/audience. They will be clearly signed. Pupils will use unisex toilets at the back of the building. Audience/staff will use toilets at the front of the building.	L

			young people outside of the Fisher Building.	<p>All toilets will be clearly signed.</p> <p>Pupils will go back to allocated Green room after sharing event and wait to be dismissed.</p> <p>Parents/family will leave through their own designated exit.</p>	
Locking the building	M	Staff	Staff are not responsible for locking the building but should ensure full communication with the school/site team and that the rooms are left tidy.		L
Senior students vacating the car park area	M	Students	It is the responsibility of all staff to make sure students that have parked in the CNS car park have left the premises before they themselves leave.	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.