

Activities Covered by this Assessment	Music Service Saturday Centre rehearsals / weekly rehearsals in an out of hours setting (Wigston College and Wigston Academy) Sessions will involve rehearsals inside the venues and there are approximately 250 pupils involved and 25 staff. Age of pupils is primary school and secondary school age.		
Site Address / Location	Wigston College and Wigston Academy - Leicestershire Music centre	Department / Service / Team	Corporate Resources
<p>Note: Measures for music service staff should run in line with current school risk assessment. A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers conducting this activity</p>			

In these unprecedented, rapidly changing and evolving times, with information being updated on almost a daily basis, please be aware that any existing risk assessments may become outdated, or be superseded, as the situation changes and risk changes. Please always remember as an employee you have a health and safety responsibility to yourself and your colleagues and the wider public. You should therefore dynamically risk assess your own situation continually and report any issues or changes to your manager as a matter of urgency.

This risk assessment must be read in conjunction with the venue’s other risk assessment (which will cover other relevant hazards, such as slips, trips and falls and manual handling). This risk assessment should be made specific (if needed) and communicated to all employees undertaking this activity, to ensure they understand and agree to the control measures. Manager should sign the risk assessment to authorise it.

If an employee, or employee’s household is displaying [COVID – 19 symptoms](#), they must stay at home and follow Government advice. To protect others, do not go to places like a GP surgery, pharmacy or hospital. Stay at home. Use the 111 online coronavirus service and seek a test immediately.

Staff briefing from (for communication of this RA): <https://leics.sharepoint.com/sites/intranet/HDI/Documents/HR/staff-safety-information-briefing-form.doc>

*Staff who don’t have access the intranet / sharepoint will be sent the relevant information via email.

Awareness of policies and procedures for Music Service staff including consultants, conductors, those on contract for services and ensemble leaders, school staff, pastoral workers, employees, parents, pupils

All LSMS staff are made aware of all relevant policies and procedures including, but not limited to, the following:

Health and Safety Policy

Infection Control Policy

The school Risk assessment Coronavirus (COVID-19): Risk Assessment for Full Opening in September,

Organisers and volunteers receive any necessary training to help keep visitors and themselves safe e.g. infection control.

Keep up-to-date with advice issued by, but not limited to, the following:

DfE

LA

NHS

PHE

Department of Health and Social Care

General Measures for COVID-19 safety. Music Service staff are advised to follow the NHS guidance on coronavirus (COVID-19)

[Covid-19-guidance-for-employees](#)

Updated Gov advice: Schools coronavirus (COVID-19) operational guidance is [here](#)

<https://www.gov.uk/coronavirus>

Guidance available. There are many different pieces of guidance which may apply to the work of LSMS and all of the links below have been updated recently

[Out of School Hours Guidance](#)

[School guidance](#)

[Guidance for Special Schools](#)

[DCMS guidance for performing arts](#)

[HE Guidance](#)

[FE Guidance](#)

[General COVID-19 guidance updated in line with the new measures being put in place.](#)

[Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus \(COVID-19\) outbreak](#)

Music Mark Music Unlocked:

[England supplement March 2021](#)

[Music Mark singing guidance 20.05.21](#)

Covid-19 Symptoms

LSMS staff required to go into school can book a lateral flow test. Those with symptoms must follow [Government Guidance](#).

Actions following a negative test result

There is a small but significant chance that a COVID positive subject will test negative usually either through poor swapping or because the viral load is still low.

Actions following a positive test result

A positive test result should be verified in short order with a PCR test which has a sensitivity of around 94% and a claimed specificity of 100% (Although in a practise a very small number of false negatives are likely.) In the interim, self-isolating guidance must be followed positive LFT results must be logged on the NH S portal (instructions are included in the LTF testing packs)

Covid symptoms

When an individual develops COVID-19 symptoms or has a positive test

Children, staff and other adults should follow public health advice on [when to self-isolate and what to do](#). They should not come into your setting if they have [symptoms](#) or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example they are required to quarantine or have a positive test).

If anyone in your setting develops [COVID-19 symptoms](#), however mild, you should send them home and they should follow public health advice.

For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.

If a child is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary, further information on this can be found in the use of PPE guidance. Any rooms they use should be cleaned after they have left.

The household (including any siblings) should follow the PHE [stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).

Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser. Continue to wash your hands regularly.

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done ?

<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus. I.e. person to person transmission (hand to hand, hand to mouth, hand to body)</p> <p>(COVID-19 related deaths related will likely increase the risk that immediate family members will have been exposed to the virus.)</p>	<p>Music service staff, including consultants, conductors, those on contract for services and ensemble leaders, school staff, pastoral workers, employees, parents, pupils and the general public</p> <p>Ill health Employees may spread the virus to other colleagues. The symptoms may range from mild to death. Symptoms include: New continuous cough, loss of smell (anosmia) / taste, high temperature. Other symptoms may include nausea/vomiting/ headache/joint pains/diarrhoea</p>	<p>General Measures Music Service staff are advised to follow NHS guidance on coronavirus (COVID-19) Covid-19-guidance-for-employees</p> <p>Updated Gov advice: Schools coronavirus (COVID-19) operational guidance is here</p> <p>Guidance available: There are many different pieces of guidance which may apply to the work of Isms (and all these links below have been updated recently</p> <p>Group sizes. Organised activities for children may take place in groups of any number.</p> <p>School guidance Guidance for Special Schools Out of School Hours Guidance DCMS guidance for performing arts General COVID-19 guidance updated in line with the new measures being put in place. Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak</p>	<p style="text-align: center;">H L M</p>	<p>Managers should regularly refer to latest guidance https://www.gov.uk/coronavirus</p> <p>Those instructed to, must stay at home</p> <p>Those with symptoms must follow Government Guidance.</p> <p>The risk rating cannot be reduced further due to the potential severity of COVID 19</p> <p>LSMS staff required to go into school can take a lateral flow test.</p>						
<p>LSMS V2.0 created 07.09.21. Music Activity in out of hours Music Centres Covid-19 Response – Spring 2021</p>										

<p>Cleaning, hygiene and ventilation</p>	<p>Music service staff, including consultants, conductors, those on contract for services and ensemble leaders, school staff, pastoral workers, employees, parents and pupils could be exposed to Covid -19 virus.</p> <p>Employees may spread the virus to other colleagues. The symptoms may range from mild to death. Symptoms include: New continuous cough, loss of smell (anosmia) / taste, high temperature. Other symptoms may include nausea/vomiting/ headache/joint pains/diarrhoea</p>	<p>All areas must be kept clean at all times. The trust ensures cleaning is enhanced. This includes:</p> <p>More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups. Frequently touched surfaces being cleaned more often than normal. Provision for ensuring toilets are cleaned regularly.</p> <p>Hand sanitiser available at the venue for all accessible areas</p> <p>All rooms to be well ventilated during rehearsals.</p> <p>Ensembles and choirs The size of the room and effectiveness of ventilation remain key to controlling infections. String groups, guitar ensembles and percussion do not need to be distanced; the need for rock bands to distance will depend on how many vocalists there are.</p>	<p>H</p>	<p>L</p>	<p>M</p>	<p>Music centre to organise deep clean where required.</p>								
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		<p>For woodwind and brass ensembles, it is wise to allow more space than usual. The less effective the ventilation and the longer the session, the more distance should be allowed.</p> <p>No sharing of instruments – particularly brass and wind instrument</p>									
Dropping off and picking up at front of venue	<p>Music service staff, including consultants, conductors, those on contract for services and ensemble leaders, school staff, pastoral workers, employees, parents, pupils and the general public could be involved in a traffic accident.</p>	<p>LSMS staff must supervise students getting out of any transport and at all times until they reach the doors of the venue. Staff to meet students at the follow on venue as appropriate. Students should be advised of safe behaviour on the roadside before leaving transport.</p> <p>Supervising staff to monitor who may be using the premises at the same time / arriving to pick up students</p>	M	L	L	<p>Staff to brief students regularly. Comms in advance to parents via SpeedAdmin</p>					
Safeguarding	<p>Music service staff, including consultants, conductors, those on contract for services and ensemble leaders, school staff, pastoral workers, employees,</p>	<p>LSMS staff comply with their own safeguarding policies and supervise pupils at all times.</p> <p>Security locks on main doors slow exit and aid supervision. Pastoral</p>	M	L	L	<p>Staff to brief students regularly.</p> <p>Safeguarding lead on the premises at all times</p>					

	<p>parents and pupils could be victims of physical abuse, emotional abuse, peer on peer abuse, sexting, sexual violence and sexual harassment, upskirting and mental health issues.</p>	<p>workers to sit in open locations. Registers taken at the beginning of each rehearsal and students to sign out as appropriate if they are there all day.</p> <p>All venues to be checked at the end of each rehearsal to make sure the venue is clear before locking the doors</p> <p>Staff aware of increased risk of bullying and abuse in unfamiliar surroundings</p> <p>LSMS indicate location of separate student and adult toilet /changing facilities.</p> <p>Security locks on front doors to the building.</p> <p>Psychosocial hazard: Fatigue</p> <p>DSL available in person during the event</p>										
<p>Fire and emergency evacuation</p>	<p>Music service staff, including consultants, conductors, those on contract for services and ensemble leaders, school staff, pastoral</p>	<p>LSMS staff responsible for explaining fire and evacuation procedures at the beginning of the session using school written guidance.</p>	H	L	M	<p>Staff to brief students regularly.</p> <p>All groups to practice safe evacuation at the beginning of each term</p>						

	workers, employees, parents and pupils could be harmed by fire or intruders gaining access to the premises.	Awareness of all assembly points / meeting points.									
Injury as a result of music activities (cuts and bruises)	Music service staff, including consultants, conductors, those on contract for services and ensemble leaders, school staff, pastoral workers, employees, and pupils could be harmed by tripping over cases or coming into contact with sharp ends of instruments (eg bows)	Supervising staff from LSMS responsible for ensuring Health and Safety procedures are followed at all times. Staff leading workshops are trained and remind students of appropriate procedures for specific activities. Emergency contacts and medical details are obtained for all students and must be accessible during the rehearsals.	M	L	L	First aid available at the Centre with trained first aider (pastoral staff)					
Risk of loss of valuables	Music service staff, including consultants, conductors, those on contract for services and ensemble leaders, school staff, pastoral workers, employees and pupils could lose items if they are not kept / stored securely.	Supervising staff from LSMS remind students about valuables or advising students not to bring them. Leave instruments in cases when not in use Don't bring expensive phones and do not leave phones unattended.	M	L	L	Doors are monitored. Students not allowed to go into each others rehearsal spaces and to stick to common / shared areas.					

During this activity, what could go wrong resulting in an emergency situation?

Employee may display symptoms of COVID-19 while visiting a school and need to evacuate. Employees may

	transmit the virus to others even if they are not displaying symptoms of COVID-19.
How could this emergency situation be prevented / controlled?	Follow Government advice. Control measures outlined above must be followed when working in after hours venues. In the event of an emergency evacuation, efforts should be made to maintain social distancing.
Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	If an employee cannot get home immediately they should go into a room alone and open a window for ventilation, until they can go home. All incidents and accidents must be reported in AssessNET.
Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?	Managers must keep up to date with Government guidance. Managers must adapt quickly if Government advice changes and have a plan in place to foresee likely changes.

Risk Assessor (s) Name(s):	Sharon Jagdev Powell	Risk Assessor(s) Signature (S):		
Authorised By:		Authoriser Signature:		Initial
Date Conducted:	29.07.21	Date of Next Review:	Ongoing within Gov Covid roadmap	SJP (adapted from original with Susan Williamson)
		Date of Review:	07.09.21 with Music Mark guidance and updated Gov advice on Out of school Settings.	SJP
		Date of Review:		
		Date of Review:		
		Date of Review:		

Potential Severity of Harm	High Death, paralysis, long term serious ill health.	Medium	High	High
	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low	Medium	High
	Low Minor injuries not resulting in any first aid or absence from work.	Low	Low	Medium
	Low The event is unlikely to happen.	Medium It is fairly likely to happen.	High It is likely to happen.	
Likelihood of Harm Occurring				

Risk Rating Definitions	
Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
High	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.