

## Music Risk Assessment

All information contained in this risk assessment (and linked documents) is subject to change based on the advice from government and the changing local situation at each college site.

Area of Concern	Risk	Risk Level Before Controls <i>Low = 1-2</i> <i>Medium = 3-4</i> <i>High = 6+</i>	Control Measures	Residual Risk Level <i>Low = 1-2</i> <i>Medium = 3-4</i> <i>High = 6+</i>	Additional Actions/Resources Required	Links to Relevant Policies or Government Advice	Responsibility	Control Measures in Place
Contact with COVID-19 infected individuals	Transmission of the virus between individuals having contact (as defined by the Track and Trace Guidance)	9	Advice provided to all staff, students and visitors to avoid attending site should they display symptoms consistent with COVID-19 (new continuous cough, high temperature or change/loss to their sense of taste or smell), have returned a positive test for COVID-19 or had recent contact (48 hours) with individuals displaying symptoms or tested positive.  Follow procedure for isolating individuals who attend site and begin to display symptoms of COVID-19.	2	Ensure individuals self-isolate for periods consistent with government guidance (10 days from onset of symptoms or 14 days from last contact with individual displaying symptoms, no return if continue to maintain a high temperature at the end of any period of self-isolation).	<a href="#">NHS Track and Trace Guidance</a>	All Staff	
Hand Hygiene	Transfer of virus through contact with skin then subsequent contact with areas such as the mouth, nose or eyes.	4	Encourage all individuals to regularly clean hands with soap and water to hand sanitiser.  Widespread provision of hand sanitiser.	2		<a href="#">FE College Autumn Term Guidance</a>	All Staff and Students	
Respiratory Hygiene	Transfer of virus when individuals cough or expel bodily fluids (e.g. sneezing)	4	Encourage good respiratory hygiene using the 'catch it, bin it, kill it' government guidance.  Widespread provision of tissues/alternative similar product (e.g. blue roll)	2		<a href="#">FE College Autumn Term Guidance</a>	All Staff and Students	
Cleaning	Transfer of virus between individuals on commonly touched surfaces (e.g. door handles, door plates, tables, keyboards, mice, toilets, hand rails)	4	Arrange additional cleaning staff to attend site and clean areas used between groups using facilities. Training and guidance for cleaning staff on methods of cleaning and key areas to regularly clean (commonly touched surfaces, toilets).	2	Cleaning products, Disposable clothes, Warm water, Disposable Gloves, Disposable Apron, Full face mask, refuse bags  Cleaning staff to work in separate rooms to minimise contact with	<a href="#">Cleaning in non-healthcare settings</a>  <a href="#">NCLT Cleaning Procedures</a>	Site Team Lead	

			<p>Cleaning staff assigned task of cleaning all commonly touched surfaces while staff and students are using site.</p> <p>Cleaning staff will use normal disinfectant products stocked to treat surfaces.</p> <p>Cleaning staff will wear gloves when carrying out cleaning and dispose of gloves in double bagged plastic on completion.</p> <p>Where an area is contaminated with bodily fluids cleaning staff will wear gloves, full face mask and disposable apron.</p> <p>On completion of cleaning activity staff should wash hands with warm soapy water.</p>		others while working.			
	Transfer of viral particles on shared objects e.g. musical instruments	6	<p>Guidance shared with staff, students and visitors regarding sharing of instruments</p> <ol style="list-style-type: none"> <li>1. Avoid sharing instruments wherever possible</li> <li>2. 'Quarantine' instruments for 72 hours between users</li> </ol>	2	Staff, students and visitors to avoid sharing instruments if possible.	<a href="#">Performing Arts Guidance</a>	All Staff and Students	
	Disposal of used cleaning products	4	<p>Bins with double bin liners in all classrooms and common areas.</p> <p>Bins emptied on a daily basis by cleaning staff in line with government guidance.</p>	1	Cleaning staff provided with training on safe handling of waste from classrooms.	<a href="#">Decontamination in non-healthcare settings</a>	Site Team Lead	
Social Distancing	Close proximity between individuals in musical groups	6	Inform staff and students of importance of maintaining strict 2m social distancing measures.	2	When working in groups (e.g. orchestra) individuals should be sat side-by-side or back-to-back and ensure that all wind instruments do not blow air into other players.	<a href="#">Performing Arts Guidance</a>	Trust Estates Manager	
	Close proximity between students and peripatetic teachers	6	<p>Ensure rooms used for music teaching are large enough to maintain strict 2m social distancing.</p> <p>Rooms marked up with maximum occupancy numbers to prevent breakdown of social distancing.</p>	3	Staff and student to maintain strict 2m social distancing measures at all times	<a href="#">Performing Arts Guidance</a>	All Staff and Students	
Ventilation	Poor ventilation increasing chances of individuals sharing a room contracting the virus		Prohibit singing, wind and brass in larger groups unless taking place outdoors or in room with large enough volume to meet current guidance.			<a href="#">FE College Autumn Term Guidance</a>  <a href="#">Performing Arts Guidance</a>		

			Ventilation maximised in areas where individuals are rehearsing or performing, e.g. opening windows where available, increasing air circulation in internal spaces by altering settings on air vents.					
Performances	Transmission of virus between individuals in audience	6	Under current local restrictions no visitors to site are allowed for the purposes of attending performances.  Communicate to audience members that they should not attend if they are self-isolating or displaying symptoms which could be consistent with COVID-19.  Reduced numbers allowed in audience.  Seating arranged to allow 2m social distancing measures to be maintained.	2	Review local restrictions on a regular basis to determine whether visitors may attend site.  Control entry and exit from room to ensure that audience members maintain 2m social distancing at all times.  Control and supervise movements of audience members into and out of performance area to ensure social distancing measures are maintained.	<a href="#">Performing Arts Guidance</a>	Teaching Staff	
Maintaining Records for Track and Trace	<b>Records of individuals attending site for performances</b> Requirement of NCLT to share details of positive COVID-19 cases with local Public Health Team and share details of potential contacts with Track and Trace service if contacted	4	<b>No visitors are currently allowed on site due to the local restrictions in place.</b>  Inform site users of requirement to submit names, date of attendance, time of attendance and contact details of individuals when using site. Where possible this should be done prior to the booking, if not then the information must be supplied to the site team member on duty.	1	Review local restrictions on a regular basis to determine whether visitors may attend site.  Collect and securely store contact personal information for a period of 21 days.	<a href="#">Maintaining Records for Track and Trace</a>	Site Team Lead	
Response to Confirmed COVID-19 Case		6	Trust Health and Safety Manager identified as point of contact with outside agencies.  Keep contact details of all groups and/or individuals visiting site for 21 days.	4	Share contact details with NHS Track and Trace when requested.  Make judgements about advising self-isolation based on information provided by government Track and Trace groups.		Health and Safety Manager	

Signed (Health and Safety Manager)



Date 18/12/2020