Covid-19 Risk Assessment

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Assessment completed by:	Di Hughes		
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Covid-19 is an illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

We are heavily minimising the risk of transmission of the virus, both airborne and surface, by adhering to the Government Education & Performing Arts guidance and have taken the measures outlined in the Risk Assessment below. Government guidance continues to be followed and the risk assessments will be reviewed and updated as and when required in relation to the Governments "Roadmap out of lockdown".

Rapid lateral flow tests help to find cases in people who may have no symptoms but are still infectious and can give the virus to others. All our teaching staff are requested to have regular Covid19 tests prior to face to face teaching in schools & music centres. You can order test kits for free via the Government website: https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests Please ensure that you take the Covid19 test every 72 hours (twice a week) and ensure you upload your results within 24 hours on the Government website https://www.gov.uk/report-covid19-result Please ensure you keep a copy of the results (text or email from the NHS) and have the results available to show should this be required.

Everyone over the age of 11 is required to wear a face mask/covering indoors at all times.

Date communicated to staff & students: 21.04.2021

Signed:

Name: Dawn Wren **Date:** 20.04.2021
Position: CEO

BERKSHIRE Maestros

Risk Assessment – Reading Music Centre

What are the hazards?	Who might be at risk?	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Coronavirus (Covid-19)	Staff Students Visitors Cleaners Contractors Vulnerable Groups: The Elderly Pregnant People Those with existing underlying health conditions	**<u>Social Distancing</u>** Reducing the number of persons in any area to comply with the 2m distance as currently recommended by the Government. We are asking parents to drop off students and not remain on site to minimise the amount of people on site at one time. Students can be dropped at the main entrance/reception area where they will be singed in, asked to use the hand sanitiser, have their temperature checked and advised which room/area they are in. Staggered start and finish times have been programmed to minimise the amount of people arriving and leaving areas at the same time and to allow for equipment to be cleaned.	New entrance and exit routes have been devised and a one-way system to ensure the "flow" inside Reading Music Centre. Yellow dots have been painted on the path leading to the music centre entrance. To ensure students wait at a 2m distance while registering. A bright yellow pop up banner displayed at the registration desk reminding people to keep a social distance. Staff to ensure students are aware of the new systems in place at the start of the first session including new pick up points if applicable.	BM staff BM staff BM staff BM teacher	 Ongoing	Already in place Already in place Already in place

		Parents will be advised in advance of the new timings. All chairs, tables or music stands will be positioned at least 2m apart during all sessions. All chairs & music stands to be set prior to students arriving having marked out the required distance following the Governments performing arts guidance.	Students will be reminded to socially distance in between lessons/sessions. We ask everyone over the age of 11 to wear face masks or a face covering. We are encouraging people to leave site and return later if they have long periods of time between sessions as we cannot accommodate lots of people standing around in the corridors if we are to maintain a social distance of 2m.	BM staff	Ongoing	

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Spread of Coronavirus (Covid-19)	Staff Students Visitors Cleaners Contractors Vulnerable Groups: The Elderly Pregnant People Those with existing underlying health conditions	**<u>Hand Washing</u>** Hand sanitiser available at each registration desk as students arrive for rehearsal/lessons. Hand washing facilities with soap and water in all toilet areas. Encourage everyone to use hand sanitiser as they leave the rehearsal. Signage also displayed to remind to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it guidance and to avoid touching face, eyes, nose or mouth with unclean hands.	Additional hand sanitiser available in all teaching room. Hand washing guidance displayed at all sinks. Tissues readily available in all areas.	BM staff BM staff BM staff BM staff	On the day	Already in place Already in place Already in place

What are the hazards?	Who might be at risk?	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Coronavirus (Covid-19)	Staff Students Visitors Cleaners Contractors Vulnerable Groups: The Elderly Pregnant People Those with existing underlying health conditions	**<u>Cleaning</u>** Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, hand rails, and light switches using appropriate cleaning products and methods. Teachers will ensure all equipment is cleaned or wiped down without the student/s present during the change over time.	Berkshire Maestros arranged a deep clean of the whole building prior to reopening the facility. Cleaners visit site daily and will ensure communal areas and high use objects are disinfected. Additional spray bottles of disinfectant are located in each toilet cubicle and teaching room allowing people to able to do additional wipe downs before and after use if they wish to do so.	LS BM staff BM staff	 Ongoing Ongoing	19.04.21 & 20.04.21

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Spread of Coronavirus (Covid-19)	Staff Students Visitors Cleaners Contractors Vulnerable Groups: The Elderly Pregnant People Those with existing underlying health conditions	**<u>Shared Equipment</u>** All students have been requested to bring their own instrument and music to minimise the risk of spreading the virus. **<u>Reduction of paper handling</u>** Students are asked to bring their own music (which will be available on speed admin in advance) Older students are encouraged to write in their own practice books. If younger children require the teacher to write in the practice book the teacher will use hand sanitiser first.	Where this is not practical i.e. Piano, Drum Kits & large Percussion items these will be cleaned with antibacterial disinfectant prior to the students arriving and in between each lesson/session. However should we need paper copies these will be done safely by one staff member wearing PPE.	BM teacher Students	Ongoing Ongoing	

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Spread of Coronavirus (Covid-19)	Staff Students Visitors Cleaners Contractors Vulnerable Groups: The Elderly Pregnant People Those with existing underlying health conditions	**<u>Ventilation</u>** Where possible windows and doors to remain open to allow air to flow and circulate freely.	The person assigned with opening the building will ensure windows are open in communal areas such as toilets. Teachers will ensure the room is well ventilated prior to students arriving. All staff to ensure they do not compromise fire exits and routes by propping open doors unless this can be done safely and with permission of the Facilities Manager. Office fans will not be allowed as these could blow directly at people and spread the virus. Air condition units and ceiling fans will be on in the rooms to help ensure no stagnant air.	Cleaner BM teacher BM staff BM staff	Ongoing Ongoing Ongoing Ongoing	

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Coronavirus (Covid-19)	Staff Students Visitors Cleaners Contractors Vulnerable Groups: The Elderly Pregnant People Those with existing underlying health conditions	**<u>Symptoms of Covid-19</u>** If anyone becomes unwell with a new continuous cough or a high temperature during the rehearsal they will be sent home and advised to follow the stay at home guidance. If we are advised that a member of staff or student has developed Covid-19 and were recently on our premises the Senior Management will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or additional precautions that should be taken.	All staff members and students will have a temperature check upon on arrival at Reading Music Centre. Any person with a temperature of 37.8C or greater will be sent home, asked to self-isolate and advised to request a Covid-19 test.	BM staff	Ongoing	

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Spread of Coronavirus (Covid-19)	Staff Students Visitors Cleaners Contractors Vulnerable Groups: The Elderly Pregnant People Those with existing underlying health conditions	**<u>Ensemble Room 1, 3 & 4</u>** The rooms have been measured and maximum occupancy advised to Music Centre staff and Teachers in line with the current Government performing arts guidance. The rooms will be set prior to the students arriving at a social distance of at least 2m. The students are requested to not move the furniture around. All equipment will be disinfected at the start and end of lesson by the teachers in the change over time. The students will be given a briefing on the first week with regards to new routes/systems within the centre. If the teacher needs to assist a student with tuning or setting up of the instrument they will wear a face covering and use the hand sanitiser before and after touching the instrument or wear gloves.	At the end of the lesson students in Ensemble Room 1 will exit from the fire door and meet parents in the lower car park. Students in Ensemble Room 3 will exit the room, head down the corridor and meet parents in the loading bay. If children are under the age of 12 they will be escorted by their teacher. Students in Ensemble Room 4 will exit from the bottom fire door and met parents in the lower car park.	BM staff BM staff BM teacher BM teacher BM teacher	Ongoing Ongoing Ongoing Ongoing Ongoing	

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Spread of Coronavirus (Covid-19)	Staff Students Visitors Cleaners Contractors Vulnerable Groups: The Elderly Pregnant People Those with existing underlying health conditions	**<u>Outside Rehearsal/Teaching Areas</u>** Berkshire Maestros have taken the decision to close the lower car park and utilise this space as an additional large practice area. Students can be dropped at the main entrance/reception area where they will be signed in, asked to use the hand sanitiser, have their temperature checked and advised which outdoor space they are using. Staggered start and finish times have been programmed to minimise the amount of people arriving and leaving areas at the same time. The area will be set in line with the current Government performing arts guidance. Students have been requested to bring their own music stand and pegs to minimise the risk of spreading the virus. If the teacher needs to assist with tuning of the instrument they will wear a face covering and use hand sanitiser.	Staff to ensure students do not move chairs or change position during the rehearsal.	BM Staff BM staff BM staff BM teacher Students BM teacher	Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing	

What are the hazards?	Who might be at risk?	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Coronavirus (Covid-19)	Staff Students Visitors Cleaners Contractors Vulnerable Groups: The Elderly Pregnant People Those with existing underlying health conditions	**<u>Teaching Rooms</u>** All teaching rooms have been measured and maximum occupancy advised to Music Centre staff and Teachers in line with the current Government performing arts guidance. This may change at any given time relating to the musical instrument being taught. Each room has a sign detailing the current maximum occupancy and this must be adhered to. The size of these rooms means that during the pandemic we will not allow parents to be present during the lesson. The rooms will be set prior to the students arriving and students are requested to not move the furniture around. All equipment will be disinfected at the start and end of lesson by the teacher in the change over time.	For students under the age of 8 some chairs have been located outside the teaching rooms at a social distance of at least 2m.	LS & DH BM staff BM teacher BM teacher	Ongoing Ongoing Ongoing Ongoing	

		The students will be given a briefing on week one with regards to new routes and systems within the centre i.e. accessing the toilets using the new one way system and new pick up points. If teachers need to assist a student with tuning or setting up of the instrument they will be asked to wear a face covering and use the hand sanitiser before and after touching the instrument.	At the end of the lesson students will exit as follows: Under 8's leave with parents via lower exit at the rear of the building. Students aged 9-12 will be escorted to the lower exit by their teacher and parents can collect from the lower exit at the rear of the building. Students over the age of 12 will be allowed to meet parents at the lower exit car park but will be advised to not leave the building if they cannot see a parent.	BM teacher BM teacher	First week of term Ongoing	

Risk Assessment – Reading Music Centre – Non Covid-19 Related Matters

What are the hazards?	Who might be at risk?	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Moving vehicles on site	Staff Students	The previous car parking arrangements no longer exist at this time. The lower car park has been closed to vehicles as this area is now a collection point for students and will have many people wandering around on foot in this area. The upper car park (blue bays) will be used by staff and parents are requested to use the school car park. Drivers are asked to drive with caution as students may be walking around in the same area.	A frame chalk boards will be located in the car park detailing areas that can be accessed and notifying parents of new collection points.			