

Covid-19 Risk Assessment

Owner:	Berkshire Maestros		
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Assessment completed by:	Lee Smith		
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Overview

The government will continue to manage the risk of serious illness from the spread of the virus. Step 4 marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk.

The government guidance is more aligned across settings (businesses, office workers, education, out of school settings & performing arts). We still need to consider the risk but are following the principles laid out in all the updated government documents (27th September 2021).

As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct risks to children are extremely low, every adult has been offered the opportunity for 2 doses of the vaccine, and all children aged 12 and over are now eligible for vaccination. However, as set out in the autumn and winter plan, the government will remain vigilant and take action where necessary to support and protect the NHS.

Our next review is planned to take place in January, this is assuming no changes or restrictions are implemented sooner by the government.

Additional information/guidance is included based on the Music Mark advice with regards to bespoke teaching situations or instruments.

Date communicated: 02.11.21

Signed: 

Name: Dawn Wren, CEO

VENTILATION

What are the hazards?	Who might be harmed	Government Advice	Required Controls	Action by who?	Action by when?	Done
Spread of Coronavirus (Covid-19)	Staff	To reduce the risk of the virus spreading through aerosols, consider:	All staff to ensure good ventilation in offices, teaching rooms & communal areas.	All staff	Ongoing	
	Visitors					
	Cleaners					
	Contractors					
	Vulnerable Groups: Elderly Workers Pregnant Workers Those with existing underlying health conditions	<p>Providing adequate ventilation: * Through doors & windows * By mechanical ventilation * Through a combination of both</p> <p>This is because fresh air helps to dilute the virus in occupied spaces. If you have mechanical ventilation, you should maximise the fresh air your system draws in and avoid systems that only recirculate air and do not draw in a supply of fresh air.</p> <p>Identifying any poorly ventilated spaces and taking steps to improve fresh air flow in these areas. If you can't improve ventilation in poorly ventilated spaces, minimise use of these spaces.</p>	<p>Office staff and teachers are to ensure windows are open or on vent lock at all times to minimise stagnant air.</p> <p>Air conditioning units may be used to circulate fresh air from outside. Desk fans are not to be used unless you are alone in the office/room.</p> <p>Consideration about teaching rooms in external venues. If rooms do not have good ventilation (windows that open) SLT to consider alternative space or options.</p> <p>Larger ensembles, particularly those involving wind & brass players or singers are to regularly monitor CO2 levels in rehearsal rooms using the BM device.</p>	All staff	Ongoing	
				Senior Leadership Team	Before the start of term	
				Music Centre Development Managers & Music Centre Coordinators	Ongoing	

DROPLETS

What are the hazards?	Who might be harmed	Government Advice	Required Controls	Action by who?	Action by when?	Done
Spread of Coronavirus (Covid-19)	<p>Staff</p> <p>Visitors</p> <p>Cleaners</p> <p>Contractors</p> <p>Vulnerable Groups: Elderly Workers Pregnant Workers Those with existing underlying health conditions</p>	<p>To reduce the risk of the virus spreading through droplets, consider:</p> <p>Putting in place measures to reduce contact between people, particularly between customers and workers. Where practical, measures could include:</p> <p>* Reducing the number of people each person has contact with</p> <p>* Using screens or barriers to separate people from each other, or using back-to-back or side-to-side working, instead of face-to-face (screens are only likely to be beneficial if placed between people who will come into close proximity with each other).</p> <p>Encouraging the use of face coverings by workers or customers in enclosed and crowded spaces.</p>	<p>Office staff are being encouraged to reduce the hours they work in the office and many staff will mix home working and office working in a phased return to the office.</p> <p>Less staff will be present and working in the offices at one time than prior to the pandemic.</p> <p>Screens are to be provided between desks in shared offices.</p> <p>Screens or pop up banners are to be provided for staff teaching large groups or whole class projects to act as a barrier between the teachers facing a large group of students.</p> <p>Face masks/coverings remain optional for staff and visitors to Stoneham Court. Face masks and cleaning materials are provided for staff as PPE and can be collected from Stoneham Court. (These are mandatory at music centres – see OOSS guidance below)</p>	<p>DW & RR</p> <p>DW & RR</p> <p>Senior Leadership Team</p> <p>Operations staff and visitors</p>	<p>September 2021</p> <p>September 2021</p> <p>September 2021</p> <p>Ongoing</p>	

CONTAMINATED SURFACES

What are the hazards?	Who might be harmed	Government Advice	Required Controls	Action by who?	Action by when?	Done
Spread of Coronavirus (Covid-19)	<p>Staff</p> <p>Visitors</p> <p>Cleaners</p> <p>Contractors</p> <p>Vulnerable Groups: Elderly Workers Pregnant Workers Those with existing underlying health conditions</p>	<p>To reduce the risk of the virus spreading through contaminated surfaces, consider:</p> <p>Advising customers and workers to wash their hands or use hand sanitiser frequently. This is particularly important before and after touching shared objects or surfaces that other people touch regularly.</p> <p>Maintaining regular cleaning of surfaces, particularly surfaces that people touch regularly. You should also make sure that workers and customers who feel unwell stay at home and do not attend the venue. By law, businesses must not allow a self-isolating worker to come to work.</p>	<p>Contract cleaners to visit site daily to clean all communal areas with the focus on high touch points (door handles, light switches and hand rails etc.)</p> <p>Each office desk to be provided with cleaning supplies and staff reminded to wipe down after use.</p> <p>All teaching rooms to be provided with cleaning supplies and staff encouraged to regularly wipe down surfaces.</p> <p>Hand washing signage to be displayed around music centres and Stoneham Court especially in toilet areas.</p> <p>Hand sanitiser readily available to all staff and students as they enter and exit the building.</p> <p>Students encouraged to use hand sanitiser at the start of each lesson.</p>	<p>Cleaners</p> <p>All staff</p> <p>Teaching staff</p> <p>Resources Team</p> <p>Resources Team</p> <p>Resources Team</p>	<p>Daily</p> <p>Ongoing</p> <p>Ongoing</p> <p>Before the start of term</p> <p>Ongoing</p> <p>Ongoing</p>	

OUT OF SCHOOL SETTINGS

What are the hazards?	Who might be harmed	Government Advice	Required Controls	Action by who?	Action by when?	Done
Spread of Coronavirus (Covid-19)	<p>Staff</p> <p>Visitors</p> <p>Cleaners</p> <p>Contractors</p> <p>Vulnerable Groups: Elderly Workers Pregnant Workers Those with existing underlying health conditions</p>	<p>As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September.</p> <p>The priority is for you to deliver face-to-face, high quality provision to all children.</p> <p>We have worked closely with the Department of Health and Social Care and Public Health England to revise the guidance.</p> <p>Mixing & Bubbles: we are no longer recommending that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used from the autumn term.</p>	<p>BM to make sure our contingency plans (outbreak management plans) cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p> <p>Any decision to recommend the reintroduction of 'bubbles' should not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</p> <p>Extra consideration to be given around teaching singing, brass and woodwind following Music Mark guidance (see Appendix B)</p> <p>Face masks/coverings will be mandatory for those above the age of 11 visiting our music centres (students, staff and parents).</p>	<p>Senior Leadership Team</p> <p>Senior Leadership Team</p> <p>Senior Leadership Team</p> <p>Music Centre staff, students over the age of 11 and parents</p>	<p>Before the start of term</p> <p>As & when needed</p> <p>Before the start of term</p> <p>From 20.10.21</p>	Done

TRANSPORT GUIDANCE (USE OF BM VAN)

What are the hazards?	Who might be harmed	Government Advice	Required Controls	Action by who?	Action by when?	Done
Spread of Coronavirus (Covid-19)	<p>Staff</p> <p>Visitors</p> <p>Cleaners</p> <p>Contractors</p> <p>Vulnerable Groups: Elderly Workers Pregnant Workers Those with existing underlying health conditions</p>	<p>Good ventilation brings fresh or cleaned air into indoor spaces. The more fresh air that is brought inside, the more diluted any airborne virus will become. In poorly ventilated spaces, residual viruses can remain in the air after an infected person has left and increase the risk of COVID-19 spreading.</p> <p>Reducing the number of people travelling in the same vehicle where possible.</p> <p>Opening windows to improve the flow of fresh air. Also open windows and doors of vehicles to help clear the air before anyone else gets in. Switching on ventilation systems they should be set to draw in fresh and not to recirculate it.</p> <p>Ensure vehicles are regularly cleaned, in particular between different users.</p>	<p>Staff to be advised of the current guidance.</p> <p>Staff to be issued with PPE which they can choose to wear if in the van with other members of staff.</p> <p>Staff to be advised that they must clean surfaces before and after use as many different people may use the van.</p> <p>Cleaning supplies to be located in the van.</p> <p>Weekly deep clean of inside the van is strongly advised.</p>	<p>Resources Team and other staff who drive the van.</p> <p>Resources Team and other staff who drive the van</p> <p>Resources Team</p> <p>Resources Team</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Weekly</p>	

APPENDIX A

Self-Isolation Government update - contacts who are not required to self-isolate from 16 August

From 16 August, you will not be required to self-isolate if you are notified you have had close contact with someone with COVID-19 and any of the following apply:

- you are fully vaccinated
- you are below the age of 18 years 6 months
- you have taken part in or are currently part of an approved COVID-19 vaccine trial
- you are not able to get vaccinated for medical reasons

Fully vaccinated means that you have been vaccinated with an MHRA approved COVID-19 vaccine in the UK, and at least 14 days have passed since you received the recommended doses of that vaccine.

NHS Test and Trace will contact you to let you know that you have been identified as a contact and check whether you are legally required to self-isolate. If you are not legally required to self-isolate you will be provided with advice on testing and given guidance on preventing the spread of COVID-19. Even if you do not have symptoms, you will be advised to have a PCR test as soon as possible. Children aged 4 and under will not be advised to take a test unless the positive case was someone in their own household.

You should not arrange to have a PCR test if you have previously received a positive PCR test result in the last 90 days, unless you develop any new symptoms of COVID-19, as it is possible for PCR tests to remain positive for some time after COVID-19 infection.

Even if you are vaccinated, you can still be infected with COVID-19 and pass it on to others. If you are identified as a contact of someone with COVID-19 but you are not required to self-isolate, you can help protect others by following the [guidance on how to stay safe and help prevent the spread](#).

As well as getting a PCR test, you may also consider:

- limiting close contact with people outside your household, especially in enclosed spaces
- wearing a face covering in enclosed spaces and where you are unable to maintain social distancing
- limiting contact with anyone who is clinically extremely vulnerable
- taking part in twice weekly [LFD testing](#)

This advice applies until 10 full days after your most recent contact with the person who has tested positive for COVID-19.

All teaching staff should revert to teaching online if they have to self-isolate and rearrange their teaching accordingly.

APPENDIX B

Teaching specific guidelines – all teachers should continue to follow school risk assessments, government guidelines as well as the following revised BM guidelines.

SCHOOL TEACHING

1. Do not attend school if you suspect that you may be coming down with Coronavirus symptoms: follow self-isolation procedures if they apply to you. Request a test-kit from <https://www.nhs.uk/ask-for-a-coronavirus-test>.
2. Ask for the school's risk assessments for COVID-19; ask about anything you do not understand and abide by the control measures specified i.e. toilet or break provision.
3. Find out what the school's infection control procedures are; follow them and make use of anything the school is good enough to provide for your safety.
4. If you think that a child may be showing symptoms of Coronavirus, stop the lesson and report your concerns to the school immediately.
5. Wind and brass instruments should continue not to be shared, all other instruments can be shared for projects but will need wiping down between classes. Never play on a pupil's mouthpiece or allow them to play on yours.
6. Teaching rooms must have a window that can open or a ventilation system that brings in fresh air. Teachers are to use their discretion as to how many students it is appropriate to teach in the room size they are using at schools. If groups remain unviable due to the size of them room, you may teach every other week as directed last year.
7. We do not expect cleaning to take place in between lessons but we expect staff and students to adhere to regular hand hygiene as this is the most effective way of managing the transmission. Cleaning materials will be provided if you wish to wipe down any shared items.
8. Face coverings are no longer advised for pupils, staff and visitors either in classrooms or communal areas however staff and students may wish to continue wearing them. Please also be guided by school risk assessments as they may request mask wearing.
9. Rooms need to be ventilated at all times and should be aired quickly between lessons where possible.
10. Teachers will need to continue to take twice-weekly lateral flow tests until at least the end of September when this is to be reviewed. There are spare packs of these available for collection from Head office, cleaning materials and PPE can also be collected.

MUSIC CENTRES

1. Do not attend music centre if you suspect that you may be coming down with Coronavirus symptoms: follow self-isolation procedures if they apply to you. Request a test-kit from <https://www.nhs.uk/ask-for-a-coronavirus-test>.
2. If you think that a child may be showing symptoms of Coronavirus, stop the activity and report your concerns to the receptionist immediately.
3. If rehearsal rooms are large enough and can be well ventilated and ventilated in between rehearsals then all ensemble rehearsals can resume back as normal at music centres. This will be at the discretion of the MCDM. Wind and brass players and singers should still be slightly distanced indoors; this will be at staff's discretion depending on the ventilation of the space. If outside, students will not have to distance at all.
4. If there is not a large enough, well ventilated space and you have wind and brass instruments or singers, please consider using an outdoor space until October half term. There are BM hoodies available for any staff who are rehearsing outdoors, please collect from Head Office.
5. There will no longer be any maximum person numbers on rooms, MCDM's will use their discretion as to whether a room is an appropriate size and well ventilated.
6. We do not expect cleaning to take place in between lessons and ensembles but we expect staff and students to adhere to regular hand hygiene as this is the most effective way of managing the transmission. Cleaning materials will be provided if you wish to wipe down any shared items.
7. Conductors should still keep their distance and conduct from behind a clear pull up screen if they wish.
8. Face coverings are advised for pupils, staff and visitors both in classrooms and communal areas.
9. Rooms need to be ventilated at all times and should be aired quickly between lessons where possible.
10. Teachers will need to continue to take twice-weekly lateral flow tests until at least the end of December when this is to be reviewed. There are spare packs of these available for collection from Head office, cleaning materials and PPE can also be collected.
11. Any visitors to music centres should continue to check in using the QR code to support the NHS track & trace system but will no longer need to be temperature checked.
12. Parents are allowed on site but should be encouraged not to congregate in corridors or other enclosed spaces.
13. The printing and handing out of music should still be minimised and students encouraged to print their own where possible.
14. Students will be able to make use of BM music stands.