

South London Music Days (SLMD) Risk Assessment



4 – 6 August 2021

Description of Activity

South London Music Days courses consist of orchestras, wind bands, string ensembles, mixed chamber ensembles and choirs made up of children and young people from across the South London area. The course will take place over 3 days, operating between 9:30-16:00 each day at St Dunstan's Cheam C of E Primary School. Each group is led by a conductor who will be assisted by other instrumental tutors at a minimum ratio of 1:5 depending on the ensemble.

Venue Details

St Dunstan's Cheam C of E Primary School
Anne Boleyn's Walk, Cheam, Surrey, SM3 8DF.

- Outdoor spaces (school field, covered areas outside each classroom) will be used for rehearsals where possible and weather-permitting.
- Indoor spaces and classrooms will also be used for rehearsals, with ventilation and social distancing in place.

General Principles and Adjustments for COVID-19

South London Music Days will be abiding by the following principles for the duration of the 2021 summer course:

- Act as though everyone has COVID-19 unless proven otherwise.
- Legal compliance with COVID-19 guidance is paramount.
- It is important all staff and volunteers feel comfortable that COVID-security is not a 'box-ticking' exercise – any concerns raised should be treated with respect and dealt with accordingly.
- No set of rules fits all circumstances, and running a music course in an age of COVID is about being attentive to risks and trying to put measures in place to mitigate those risks. We will always be trying to identify risks and manage them by offsetting them in other ways.
- We are responsibly following the government guidance where possible both during and in advance of the course, for the sake of the safety of the team the viability of the course.
- All students will form one bubble for the duration of the course.
- All staff and volunteers will need to self-declare they are symptomless before travelling.
- All members of the team will have the responsibility to maintain standards of COVID security set out by SLMD, the venue and the government.
- Individuals will be responsible for their own possessions at all times.
- On arrival all staff must:
 - Temperature check (must be below 37.8°)
 - Hand sanitise/hand wash
- Physical distance to be observed at all times.
- Regular hand-washing will be encouraged with reminders.
- More frequent breaks in which the rooms are ventilated and students go outside where possible. Contact surfaces and shared areas are cleaned.

Existing Control Measures

#	Hazard	Who is at Risk?	Control Measure(s)	Who is Responsible?
1	Health and medical matters	Staff, students and volunteers	<ul style="list-style-type: none"> • Qualified First Aider and First Aid equipment on site at all times • All staff and volunteers are to be aware of duty First Aiders. • Emergency contact information is collected during student registration and is made accessible on site. • Mobile phones carried for emergency purposes. • Details of all accidents are recorded. • Details of any medical information pertaining to students is supplied on registration forms (e.g. allergies). • Medical forms are provided on arrival for all students, outlining procedures and requesting parent/guardian permission for first aid treatment. 	Course Director, First Aider(s)
2	Clothing	Staff, students and volunteers	<ul style="list-style-type: none"> • All clothing appropriate to location and weather conditions. • Staff and volunteers are to be clearly identifiable and must wear their SLMD identification badge. • Tutors to wear clothing that would be appropriate in a school setting. 	Course Director, Instrumental Tutors
3	Equipment and venue issues	Staff, students and volunteers	<ul style="list-style-type: none"> • All SLMD equipment (e.g. keyboards, tablets/music-readers) has current PAT certificate in place. • Equipment provided by venue is checked for safety, and used only with permission. • Care to be taken over moving any heavy SLMD equipment or instruments (e.g. percussion, amplifiers) under appropriate supervision. • Staff and students are made familiar with evacuation procedures in accordance with the venue's protocols. 	Course Director, Instrumental Tutors
4	Student behaviour/supervision	Staff, students and volunteers	<ul style="list-style-type: none"> • Course director is in overall charge. • Students are registered on arrival. • Staff to monitor behaviour carefully, especially during breaks, and intervene as required. • High risk areas to be closed off (e.g. balcony). • Students are only allowed outside for rehearsals or breaks under supervision of a staff member and when the weather/light permits. • Staff have DBS checks and are familiar with SLMD safeguarding practices. 	Course Director, Instrumental Tutors

5	Building emergency, e.g. fire	Staff, students and volunteers	<ul style="list-style-type: none"> • SLMD staff to follow the evacuation procedures provided by St Dunstan's Cheam CofE Primary School • Emergency contacts are provided in print to all SLMD staff, and are available at all rehearsals. • SLMD staff have mobile phones with emergency contact details saved digitally. 	Course Director, Instrumental Tutors
6	Pupil information and permissions	Staff, students and volunteers	<ul style="list-style-type: none"> • Parents/guardians to provide SLMD with any medical information relevant to our activities during their registration, and to update SLMD as details change. • Parents to give their GDPR consent for students to appear, in writing or in an image, on social media and SLMD website. 	Course Director
7	Other venue uses	Staff, students and volunteers	<ul style="list-style-type: none"> • The school may be open to its own staff members or external contractors, but only SLMD students, staff and volunteers are allowed in rooms used for rehearsals. • SLMD staff and volunteers must wear ID badges. • Normal signing in/signing out procedures to be followed by students, staff and volunteers. • Appropriate supervision of students by staff and volunteers during and in-between rehearsals. • Appropriate supervision at the end of each day to ensure safe collection of students by parents. 	Course Director, Instrumental Tutors

How likely is the activity to result in actual harm (1-5)?	2
How severe would the consequences be? (1-5)?	1
Risk Rating (likelihood × severity)	2

Likelihood	5					
	4					
	3					
	2					
	1					
		1	2	3	4	5
	Severity					

Additional COVID-19 Control Measures

All COVID-19 control measures will be subject to the government guidelines at the time of the course.

#	Hazard	Who is at Risk?	Control Measure(s)	Who is Responsible?
1. Before the course starts	Staff or students have COVID-19	Staff, students and volunteers	<ul style="list-style-type: none"> All staff and volunteers complete the COVID-19 Declaration Form (see page 8) and update as necessary. Staff and volunteers confirm they have no symptoms of COVID-19 and record their temperature on arrival at rehearsals. Staff and volunteers to take a lateral flow test the day before the start of the course and confirm a negative result. All staff have had at least one dose of the COVID-19 vaccine administered. All students asked to take a lateral flow test the day before the start of the course and confirm a negative result. Tests can be ordered online at www.gov.uk/order-coronavirus-rapid-lateral-flow-tests Anyone with a temperature of 37.8° or above will not be allowed to enter. All staff, volunteers and students are made aware that they must not attend the course if they or any member of their household are displaying any symptoms of COVID-19. Accurate records are kept of which staff and students attend each rehearsal. 	Course Director
2. Entering and exiting the venue	Airborne and surface transmission	Staff, students and volunteers	<ul style="list-style-type: none"> Parents do not enter the building. They will drop their child off outside after their child's temperature has been checked. Anyone with a temperature of 37.8° or above will not be allowed to enter. One-way system for entry and exit for parents dropping off children. Students and staff to remain 2 meters apart always. 	Course Director

3. Arriving at the rehearsal/ general hygiene measures	Surface transmission	Staff, students and volunteers	<ul style="list-style-type: none"> • Students and staff are directed to the toilets on arrival to wash their hands. • SLMD to provide sanitising hand gel at the main entrance, and in each rehearsal room. • SLMD to display posters as prompts for hygiene and give verbal reminders. • Students to verbally register with staff at the entrance, rather than signing a register and sharing a pen. • Door handles to be wiped with an antibacterial wipe between sessions. • Students and tutors to bring their own drinks bottle, which is not to be shared with others. • Students and tutors will only bring what is needed for the rehearsal, including their own music stand, pencil and instrument(s). 	Course Director, Instrumental Tutors
4. Rehearsal layout	Airborne transmission	Staff, students and volunteers	<ul style="list-style-type: none"> • Student numbers will be restricted accordingly with the size of each space, adhering strictly to social distancing measures. • Pupils are positioned side-to-side when playing or singing (rather than face to face). • Wind and brass players are positioned so that the air from their instrument does not blow into another player. • Chairs will be appropriately distanced for indoor and outdoor rehearsals (a minimum of 1 meter for indoor rehearsals). • Tutors may swap rehearsal rooms once during a session to maximise support for the students. This must not be done ad hoc/continuously throughout the session. Tutors must wash their hands before entering the room. 	Course Director, Instrumental Tutors
5. Instruments	Airborne and surface transmission	Staff, students and volunteers	<ul style="list-style-type: none"> • Each student uses their own instrument/will not share with another student or tutor for any reason. • Percussionists will not share sticks or beaters • Social distancing to be always maintained, meaning that tutors should not provide any physical correction. 	Instrumental Tutors

6. Resources	Surface transmission	Staff, students and volunteers	<ul style="list-style-type: none"> • One music stand and chair per musician. • Students will bring their own music stands and pencils, and will not share between students. • Where equipment must be shared, it should be regularly disinfected (including any packing cases, handles, chairs, and music stands) and always between uses. • Equipment should be cleaned by the individuals using it, where possible. • Sheet music to be copied and given to the students to keep for the entire course. They will need to bring it with them each day. New, sanitised, unused spare copies will be on hand if they forget. • Sheet music will be left at a designated pick up/drop off point, rather than being handed to a student. 	Course Director, Instrumental Tutors
7. Rehearsal space	Airborne and surface transmission	Staff, students and volunteers	<ul style="list-style-type: none"> • Windows and doors to be kept open to ventilate the space. • Rehearsals are limited to 45 minutes per group. • 10-minute breaks between rehearsals to allow for cleaning and ventilation. 	Course Director, Instrumental Tutors
8. Singing	Airborne transmission	Staff, students and volunteers	<ul style="list-style-type: none"> • All singing to be at low to moderate volume levels • Choir rehearsals to be held outside, weather depending, and taking wind direction into account. • Students will be at least 1m apart and in one row where possible, or in rows at least 2 meters apart. 	Choir Tutor
10. Tuning instruments, e.g. strings	Surface transmission	Staff, students and volunteers	<ul style="list-style-type: none"> • If it is not possible for the students to tune with the fine tuners/pegs, then the tutor may tune the instrument, but must sanitise their hands before and after touching it. Tuning must be done without putting the instrument under the chin. • Students must be taught how to tighten/loosen/rosin their own bow. • Tutors must demonstrate finger/arm positions etc. without touching the students' instrument or hand/arm. • If there is a problem with the instrument that requires the tutor to intervene, the tutor must sanitise their hands before and after touching the student's instrument. 	Instrumental Tutors

11. Becoming unwell during a rehearsal	Airborne and surface transmission	Staff, students and volunteers	<ul style="list-style-type: none"> • Isolate the student or staff member displaying symptoms (a new continuous cough, a high temperature, or a loss or change in sense of taste and/or smell) from the others as soon as the issue arises. • Call the parents/guardians and arrange for them to be collected straight away. • Tell the affected person that they should seek a COVID-19 test and follow government advice. • Alert the parents of the other students present at the rehearsal. 	Course Director, Instrumental Tutors
--	-----------------------------------	--------------------------------	--	--------------------------------------

How likely is the activity to result in actual harm (1-5)?	2
How severe would the consequences be? (1-5)?	2
Risk Rating (likelihood x severity)	4

Likelihood	5					
	4					
	3					
	2					
	1					
		1	2	3	4	5
	Severity					

SLMD COVID-19 Declaration Form



Name		Course Location	St Dunstan's Cheam C of E Primary School
Job Title	Instrumental Tutor		
Date	3 August 2021	Course Director	Hilary Dennis

Please complete on **Tuesday 3rd August 2021 and not before.**

In the 14 days prior to the SLMD course have you:

	YES	NO
Tested Positive for COVID-19?		
Been diagnosed as having suspected COVID-19?		
Exhibited any symptoms of COVID-19? • Raised temperature • New, persistent cough • Loss or change to sense of smell or taste		
Been in close contact with anyone with symptoms of, or who has tested positive for COVID-19?		
Been asked by the NHS Track & Trace to self-isolate?		
Returned from overseas and asked to self-isolate?		

If the answer to any of the above questions is YES, you will not be able to join us for the course.

In the 24 hours prior to the SLMD course have you:

	YES	NO
Taken a lateral flow test?		
Confirmed a negative result of the lateral flow test?		

If the answer to any of the above questions is NO, you will not be able to join us for the course.

By signing this form, you confirm that:

- The information in it is, to the best of your knowledge and understanding, complete and accurate;
- You acknowledge that, although we have undertaken a risk assessment and taken steps to mitigate risk, risks cannot be eliminated;
- You have evaluated the risks in attending the course, and you accept that participation is voluntary and at your own risk;
- You consent to the information on this form being retained for track and track purposes, and disclosed to the NHS Track & Trace if anyone develops COVID-19 symptoms;
- You will inform the course director as soon as possible if you develop symptoms of COVID-19 in the 14 days after the end of the course.

Signature	Date
-----------	------