# Risk assessment template

## Company name: Derby Music Centre Assessment carried out by: Rebecca Maiden, Director

## Date of next review: november 2020 Date assessment was carried out: 3 September 2020

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
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| **Contamination of equipment, eg door handles, chairs, music stands, music folders** | All DMC attendees | * Players must sanitise their hands before and after each ensemble session. Pump sanitisers bottles will be in every rehearsal room.
* Music will be kept in folders, and only touched by the conductor at the beginning of term. Folders for each ensemble will be kept in a bag. Once allocated to each folder, only the player for that stand will touch the music. It will not be used between Saturday sessions. Folders will be clearly labelled for each instrumental part.
* Music needs to be prepared thoroughly for each ensemble. DMC term start date will be delayed by 2 weeks to enable this thorough preparation.
* Music stands will brought from home by each player, and only used by that player. If a player forgets to bring a stand, they can use one from the stage, which must be wiped thoroughly after every use. Stands will not be used between Saturdays.
* Registers will be taken in the usual way at the beginning of every rehearsal. Conductors will collect registers from the office and return completed registers at the end of their rehearsal. Conductors will take registers with them in the event of evacuation.
* Door handles and chairs/additional touch points: hands are sanitised on entry to the building, and again once inside each rehearsal room. This should negate the need to clean door handles and chairs between sessions.
* Percussion: players sanitise hands before collecting and setting up percussion. Instruments need to be wiped between sessions if used by a different player.
 | DMC will:* provide wipes and sanitiser stations in each rehearsal room.
* share all protocols with members and remind weekly.
* Ask players to bring their own music stand.
* in classrooms, cases will be put on the floor where players stand to play, not on tables.
 | All players and conductors. | Every week/ at each one-off face-to-face session |       |
| **Proximity of young people and conductors for the duration of rehearsals** | All players and conductors. | * Groups will have a maxiumum of 15 players (in line with Out of School Hours Providers Guidance), and will be set up with 2m spacing.
* Ensembles with more than 8 players will be moved out of classrooms into large rooms.
* Where there is not sufficient time or space to do this weekly, some ensembles will be placed on a rota week A week B.
* Increase time between rehearsals to allow for hand washing and cleaning of chairs.
* Employ social distancing measures for all ensembles and when moving round the building.
* Follow venue one way system set out at the venue when moving between sessions, entering and exiting the building, and when using toilets.
* Where possible, do not share music stands; players requested to bring their own.
* Staggered arrival and departure times to minimise footfall in doorways and corridors.
* Although singing and playing wind and brass instruments do not present a higher risk than speaking, studies have indicated that there may be a cumulative risk that can build in particular contexts.
* Parents asked not to enter the building with players unless absolutely necessary.
 | DMC will:* Publish new timetable including rota.
* Transparent roller screens, for conductors to use in all rehearsals.
* Ensure sufficient copies of music to avoid sharing of music stands.
* All ensembles will be set up in different areas of the large spaces to reduce the cumulative risk.
* 15 minute breaks between rehearsals in all rooms to allow additional ventilation and circulation of air.
* Brass spittle collection in a towel in a plastic tub with a lid – personal responsibility of each brass player.
 | All players and conductors.RM.Vicky Miller stationed on entry door to ensure hand sanitising on entry and no parents entering. | September, then every week |       |
| **Some conductors, players or families may be shielding** | Vulnerable or at risk individuals | * Coordinator role will be covered remotely by CB, with RR taking the lead on Saturday mornings including first aid cover. Safeguarding remains with RM. Parent volunteers will cover the DMC office to take messages when RR is taking her IS rehearsal.
* Temporary cover conductor put in place for CDYB and Swing Band
* For one-off face-to-face sessions, only the conductor plus one administrator/first aid will be present.
 | Fully brief RR and volunteer parents.  | RM | Prior to September | Done |
| **Parent and player footfall to the DMC office.** | Parents | * New website being developed which will be ready for September launch. This will greatly reduce the need for enquiries.
* Online payments will be encouraged for all members.
* Investigate card payment methods for those who do not have online banking.
* Parents and players registers will be retained by DMC for track and trace purposes for the required 21 days minimum.
* On returning to DMC players and families agree to abide by the code of behaviour and full DMC Risk Assessment
 | All enquiries should be directed to DMC remotely, no cash or cheque payments. General info to be sent to all members to reduce office footfall on Saturdays.Send final RA to members. | CB, RR, RM | Prior to September start of term |       |
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More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

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