# Risk assessment template

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

## Date assessment was carried out: 3 September 2020

**Date of next review: April 2021**

**Appendix for Derby Grammar School venue on p6, 22.10.20**

**Revised 3.3.2021**

**Revised 21.4.21 re full timetable at DGS**

| 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 |
| --- | --- | --- | --- | --- | --- | --- |
| **Contamination / transmission: equipment, eg door handles, chairs, music stands, music folders** | All DMC attendees, parents, staff, school site staff. | * **Players must sanitise their hands before and after each ensemble session**. Pump sanitiser bottles will be in every rehearsal room.
* **All those attending are required to wear face coverings at all times**, except those singing or playing wind and brass instruments.
* Music will be kept in folders, and only touched by the conductor at the beginning of term, and then only when necessary. 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 will be prepared thoroughly for each ensemble.
* **Music stands will be brought from home by each player, and only used by that player**. If a player forgets to bring a stand, there will be one bag of spares.
* Registers will be taken in the usual way at the beginning of every rehearsal. Conductors will receive and print registers from CB 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. All touch points wiped at end of sessions
* Percussion: players sanitise hands before collecting and setting up percussion. These instruments will be wiped between sessions if used by a different player.
* Lateral Flow Tests will be completed by all DMC staff in accordance with PHE guidance. Resulting positive tests and/or symptoms – conductor will not attend. Positive tests will be recorded, followed by track and trace to DMC members where required using registers and database.
* **Following PHE guidance, no person is to attend DMC if they or any member of their household/bubble display symptoms/receive a positive test/ are required to Self-isolate. DMC must be informed and will collate data for track and trace purposes.**
 | 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.
* Cases will be put on the floor not on tables to minimise touching of 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 maximum of 15 players (in line with Out of School Hours Providers Guidance February 2021) and will be set up with 2m spacing where possible.
* Ensembles with more than 10 players will be in larger rooms where possible.
* Where there is not sufficient time or space to do this weekly, some ensembles will be placed on a rota week A week B.
* Increased time between rehearsals to allow for hand washing and cleaning of chairs where required.
* Employ social distancing measures for all ensembles and when moving round the building.
* Follow venue one-way system set out on site 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 in these contexts.
* **Parents asked not to enter the building with players unless absolutely necessary, to reduce the number of people on site inside**
 | DMC will:* Publish new timetable including rota where required.
* **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.One staff member stationed on entry door to ensure hand sanitising on entry and no parents entering. | March, 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 RM and RR on site covering first aid. Safeguarding remains with RM, who when not on site, will be available by phone at all times during DMC sessions.
* For one-off face-to-face sessions, only the conductor plus one administrator/first aid will be present.
 | Fully brief RR and any volunteer parents.  | RM | Prior to April | Done |
| **Parent and player footfall to the DMC office.** | Parents | * New website up and running. This will greatly reduce the need for enquiries.
* Continuing 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 Covid Code of Behaviour and full DMC Covid 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 parent footfall on Saturdays.Send final RA to members. | CB, RR, RM | January 2021 |   Done    |
| **Derby Grammar Venue** |       |       |       |       |       |       |
| **New and unfamiliar venue** | Risks remain the same as those already listed | 1. RM stand at front door at all times to let people in for first visit sessions
2. Masks to be worn when moving around the building
3. The tables that need moving are big and heavy in the 6th Form Centre so extra care taken by conductors when moving them: only staff to move furniture.
4. Toilets to be used off the main hall. Players should sanitise hands before leaving rehearsal room and again when they return. Extra member of staff may need to accompany younger pupils as it is quite a faraway (but no one else is using this part of the building).
5. Fire evacuation for each location to be explained to staff prior to first session, then staff to explain to players at first session.
6. Parents to park in car park at the top of the drive and players only to walk to main building.
7. As chairs will be shared by multiple groups, players to turn chair round after use, conductors to wipe and turn back round.
8. Fire doors and windows are not locked and can easily be opened for additional ventilation.
9. **Parents should park in the designated car park and allow players and singers to walk the short distance up to the entrance unaccompanied**
 | RM will hold emergency contact data for players on each sessions date | RM to assist with moving tables.Conductors to wipe all chairs between sessions.Conducotrs to photographs each room prior to moving furniture, to return to same layout. | Each week |       |

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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