

Risk assessment

Organisation: **ArtForms Music City of Leeds Youth Music (CLYM) groups**

Assessment carried out by: **ArtForms Music**

Date assessment was carried out: **16/09/2020**

Date of next review: **06/11/2020**

Venue: **Pudsey Civic Hall**

Note: Pudsey Civic Hall has been subject to a full LCC risk assessment and is fully compliant with Covid-19 procedures. External bookings have been accepted since July 2020. This risk assessment contains supplementary controls relating specifically to the safe use of the building by CLYM groups

Area of control	Control Measures	Actions to control the risk / Altered measures	Additional notes	Who needs to carry out the action?	When is the action needed?
1. Assessing staff and pupil numbers to assist in plans for starting rehearsals	1.1	<ul style="list-style-type: none"> CLYM membership lists will be updated well before rehearsals start and then updated as needed (e.g. following auditions or when members move to another group). This will allow AF to judge demand and manage any potential pressure points in advance. Group sizes will be limited to 15 young people and 2 adults. (See 6.2 too) 	We are aiming to start some CLYM provision from late September onwards.	ArtForms Admin	23/09/20 (and then as needed)
2. Updating pupil and staff details	2.1	<ul style="list-style-type: none"> Managing medical needs of children on site (egg asthma, allergies etc), will continue to be primarily the responsibility of their parents. However: Information on any medical needs of students or staff will be collated using existing records. In addition, parents will be asked to provide updated information prior to the first rehearsal. Staff will be made aware of any / reminded of medical conditions / needs of the young people in their group (e.g. allergies, asthma etc). 		ArtForms Admin Parents/Carers	Before first rehearsal
3. Assess which ensembles can take place	3.1	<ul style="list-style-type: none"> The majority of CLYM provision will go ahead, with the following conditions imposed: <ol style="list-style-type: none"> Group sizes will be limited (see section 6.2) Large groups will either be temporarily split into smaller groups, operate a rota system or placed on hold until it is practical to relaunch 	CLYM leaders will communicate with their groups about this	ArtForms Leadership & CLYM Leaders	By 30/09/20
4. Information to students, staff, parents / carers	4.1	<ul style="list-style-type: none"> Clear communication with students / parents & carers is essential so they are aware of which CLYM activities are happening and when and what the particular controls are to ensure the safety of everyone Clear communication that no-one should attend CLYM groups if they are displaying any symptoms of Coronavirus 	Regular email updates, Facebook, Twitter etc	ArtForms L'ship and Admin CLYM Leaders	Initial email: 16/9 Then follow up comms prior to first rehearsal

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5a. Clinically extremely vulnerable and vulnerable staff and pupils	5.1	Clinically Extremely Vulnerable persons.		CLYM Leaders and Members	Before first rehearsal and on-going review
	5.1.1	Staff and students who are classed as clinically extremely vulnerable should not come to the CLYM sessions and should continue to shield themselves. If a student or staff member lives with someone who is clinically extremely vulnerable they should only attend CLYM sessions if stringent social distancing can be adhered to.			
	5.2	Clinically vulnerable persons			
	5.2.1	Staff - Clinically vulnerable staff (including staff who are pregnant) who decide to undertake CLYM work should be offered the safest available on-site roles, staying 2 metres away from others. <u>Students</u> – a small minority of children will fall into this category, and CLYM leaders should work with parents to follow medical advice if their child is in this category. An IPRA will be required for that pupil if they are to come on site.	The level of risk would need to be assessed carefully. Students identified and contacted individually to discuss		
5b. Persons who are already displaying Coronavirus symptoms	5.3	All persons who are displaying symptoms must not come to CLYM sessions and should follow Government guidance on self isolating including test and trace.	Regular reminders to staff and students	CLYM Leaders and Members	On-going message
	5.4	Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self isolating.			
5c. Persons developing Coronavirus symptoms whilst on site	5.5	Should such a situation arise, the individual/s affected should leave the premises as soon as possible. An isolated waiting area will, be identified [See 6.2 below re temperature check on entry to the building]		CLYM Leaders and Members	At all times
6. Safe use of the building / Social distancing measures.	6.1	Pudsey Civic Hall have already implemented procedures to ensure the safe use of the building with strict social distancing rules in place. These include: <ul style="list-style-type: none"> • One-way systems in place wherever this is possible, particularly in the entrance/reception areas; • Maximum safe numbers have been establish for all rooms; • Signing in procedures to comply with track and trace guidance; • Hand sanitisation stations at sign in and throughout the building; • Toilets: the number of individuals using the toilet at any one time will be limited. All toilet facilities throughout the building will be open in order to assist with this. Robust and regular cleaning procedures are in place; • Lift: the use of the school lift will be limited to essential users only and will be cleaned between users; 	There is very clear signage already in place	PCH But controls reinforced by CLYM leaders through regular comms	This has already been completed but will be reviewed on an on-going basis to ensure that the controls remain as tight as possible.

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		<ul style="list-style-type: none"> All shared touch points e.g door handles, stairway banisters, ICT equipment, photocopiers etc will be cleaned regularly (and always after any significant movement of people within the building); Clear signage to reinforce all the above; 			
	6.2	<p>In addition to the complying with all the above, ArtForms will ensure the following controls are in place for CLYM groups:</p> <ul style="list-style-type: none"> Where there are several CLYM groups (or sub-sections) using PCH on the same day/times, we will implement staggered start times where necessary to ensure minimum numbers of people arriving and leaving at the same time. Parents and carers will be given clear instructions about arrangements for drop off and pick up. They will need to remain outside the building. The maximum number in CLYM groups will be 15 plus 2 staff. This would only apply to groups in the ballroom. Numbers in other rooms at PCH will need to be smaller to allow for 2 metre social distancing (3 metres in the case of brass and some woodwind instruments). All CLYM members and staff will be reminded to wash/sanitise their hands on arrival and at intervals throughout the sessions. The temperature of CLYM members will be taken on arrival at the venue. Good ventilation is vital – see 8.2 below 	<p>Regular emails etc to CLYM staff and members with reiteration of expectations.</p> <p>Student expectations set out in first session.</p>	ArtForms L'ship and Admin CLYM Leaders	<ul style="list-style-type: none"> Schedule drawn up by 30/9 to clarify revised start times Other points will apply at all times
7. Personal Protective Equipment (PPE)	7.1	<p>PPE for staff and young people:</p> <ul style="list-style-type: none"> Face masks or other appropriate face coverings (eg visors) will be worn in all communal/circulation. These can be removed in rehearsals (in some cases through necessity) although some people may choose to keep these on where possible. ? Gloves will be provided for staff who are moving and setting up equipment. Surface sanitising wipes/spray will be provided to staff for cleaning purposes. Pull up Perspex screens will be available for CLYM leaders where needed and appropriate. 		ArtForms L'ship CLYM Leaders	All in place prior to first rehearsal and then on-going (every session)
8. Controls relating specifically to music activity	8.1	<p>Musical instruments/Equipment/Sheet Music:</p> <ul style="list-style-type: none"> With the exception of pianos and electric keyboards, instruments and other musical equipment will not be shared – all CLYM members will have their own instruments and will be responsible for them. Anti-bacterial wipes will be provided in each room so that learning areas/equipment (inc music stands etc) can be kept clean between and at the end of sessions Where equipment needs to be shared (e.g. pianos, keyboards), anti-bacterial wipes and hand gel will be provided and the equipment will be wiped down before the commencement of each session. If an ArtForms member of staff needs to handle a child's instrument (to tune it, oil valves or perform simple maintenance), the staff member will use hand-sanitiser before and after. 	All these controls are fully in line with national government guidance re music educational activities and have been assessed as robust by LCC H&S team	ArtForms L'ship CLYM Leaders	All in place prior to first rehearsal and then on-going (every session)

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		<ul style="list-style-type: none"> • Woodwind and brass instruments produce condensation. This should not be allowed to drip on to the floor, but will be collected on disposable paper towels (provided by Artforms) and disposed of by the student in a safe way. • Handling music scores and parts: the handling of these will be limited to the individual using them –therefore everyone will have their own copies of music which they keep from week to week – ideally printing their own copies off rather than handing out but this may not always be possible • CLYM members will not share music stands. • ArtForms staff will need to build in additional time between sessions where needed to enable the above controls and precautions to be taken. 			
	8.2	<p>Ventilation:</p> <ul style="list-style-type: none"> • It is important to ensure good ventilation. Windows will be kept open as much as possible and doors kept open whenever possible and definitely between all sessions. • Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak 		CLYM Leaders PCH staff	On-going (every session)