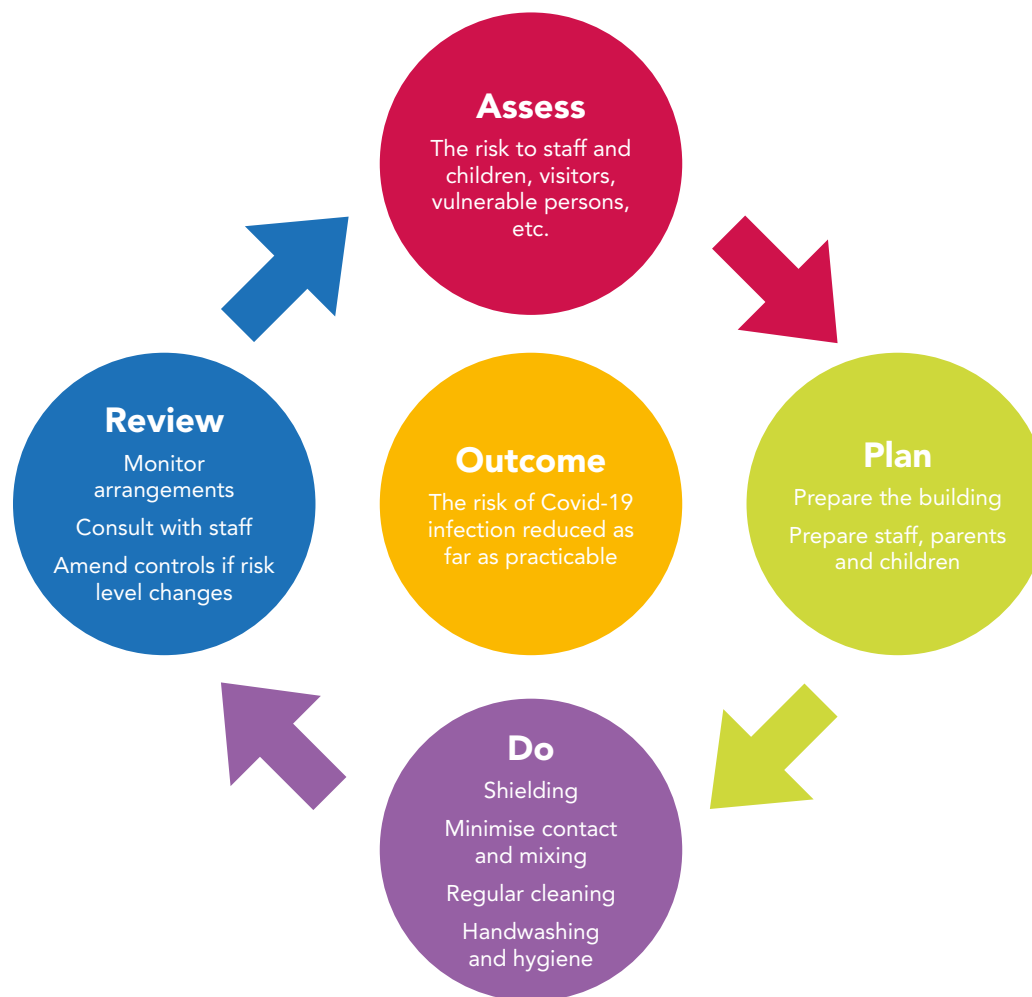




# HOT HOUSE MUSIC SCHOOLS COVID-19 RISK ASSESSMENT PROCESS FOR ENSEMBLES IN EXTRA - CURRICULAR EDUCATIONAL SETTINGS



Hot House are required to assess the risks associated with COVID-19 and implement preventative measures outlined in Government guidance.

# COVID-19 Risk Assessment for Ensembles in Extra - Curricular Educational Settings

## ASSESS

Decide appropriate control measures for managers and employees to implement under a 'Plan', 'Do', 'Review' cycle.

**\*Notes for Directors & Partners:** The preventative measures in this risk assessment are not mandatory but are provided as guidance on reducing the risk of transmission. Each school/setting must consider their own situation and adapt the assessment by editing the measures where appropriate. Remove any measures that are not relevant or will not be applied in your setting and add any additional local measures that you are implementing.

**Who may be at risk:** Employees, pupils and young people, families (parents, carers and siblings), visitors, members of public.

**Vulnerable groups** – this risk assessment considers vulnerable groups which the NHS lists as 'people at high risk (clinically extremely vulnerable)'; and 'people at moderate risk (clinically vulnerable)' and BAME. An individual risk assessment may be appropriate for vulnerable employees/teachers and those pastoral staff who are very anxious about returning to their workplace.

PLAN		DO			REVIEW
Prepare Building	Prepare Employees and Parents and pupils	Control Access	Implementing Social Distancing	Implement Infection Control Measures	Communicate and Review Arrangements
<p>Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.).</p> <p>Reviewing emergency and evacuation procedures (e.g. fire wardens, escape routes, roll-call, assembly areas, etc.).</p> <p>Ventilation and AC systems working optimately; (ventilation system should be kept on continuously, with lower ventilation rates when people are absent).</p> <p>COVID-19 posters/signage displayed.</p> <p>Consider if the ensemble venue can be split into separate zones where groups of pupils can remain to minimise mixing.</p>	<p>Involve employees in plans to return to ensemble sessions and listen to any suggestions on preventative measures that can be taken.</p> <p>Agree risk assessment and "routine" with ensemble venues</p> <p>Vulnerable employees and pupils ('clinically vulnerable' to coronavirus) identified and told not to attend ensembles if shielding.</p> <p>Consider personal risk factors: age, obesity, pregnancy, existing health conditions and ethnicity.</p> <p>Where necessary individual risk assessments for employees and pupils at special risk (take account of medical advice).</p> <p>Regular communications that those who have coronavirus symptoms, or who have</p>	<p>Entry points to school controlled (including "loading/unloading").</p> <p>Building access rules clearly communicated through signage on entrances.</p> <p>Parents' drop-off and pick-up protocols to minimise contact.</p> <p>Registers to be taken at the start of the session of all staff and pupils on site.</p> <p>Floor markings outside school to indicate distancing rules (if queuing during peak times).</p> <p>Hand sanitiser provided at all entrances.</p> <p>Staff on duty outside rehearsal to monitor protection measures.</p> <p>No pupils are on the school grounds without prior arrangement.</p>	<p>Safe distancing of 2 metres will be adopted at all times by all staff and pupils, so far as is reasonably practicable.</p> <p>All rehearsals to take place in a school hall</p> <p>Reduced ensemble sizes.</p> <p>Pupil movements around the school site, not permitted</p> <p>Groups will stay within a specific "zone" of the site to minimise mixing.</p> <p>Pupils do not play sports or games together, whilst waiting for a rehearsal.</p> <p>The number of pupils in shared spaces (e.g. halls, outside areas) is limited to specific group(s).</p> <p>Separate spaces for each group clearly indicated in shared spaces (e.g. barriers or</p>	<p>Sufficient handwashing facilities are available.</p> <p>Where there is no sink, hand sanitiser provided in rehearsal venues</p> <p>Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning).</p> <p>Hands cleaned on arrival and departure from rehearsal,</p> <p>Adults and pupils are encouraged not to touch their mouth, eyes and nose.</p> <p>Adults and pupils encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</p> <p>Bins for tissues provided and are emptied at the end of every rehearsal</p>	<p>Consultation with employees and musicians union Safety Reps on risk assessments.</p> <p>Risk assessment retained on HHMUSIC LLP intranet.</p> <p>Nominated employees tasked to monitoring protection measures.</p> <p>Employees encourage to report any non compliance.</p> <p>The effectiveness of prevention measures will be monitored by HHMUSIC LLP leaders.</p> <p>This risk assessment will be reviewed if the risk level changes and/or in light of updated guidance.</p>

PLAN		DO			REVIEW
Prepare Building	Prepare Employees and Parents and pupils	Control Access	Implementing Social Distancing	Implement Infection Control Measures	Communicate and Review Arrangements
<p>Modify ensemble reception to maintain social distancing (e.g. provide screens or floor markings).</p> <p>Consider one-way system if possible for circulation around the building.</p> <p>Put down floor markings along the middle of two-way corridors/stairs to keep groups apart and 'keep left' signs.</p> <p>In areas where queues may form, put down floor markings to indicate distancing.</p> <p>Can separate doors be used for in and out of the building (to avoid crossing paths).</p> <p>Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding.</p> <p>Identify rooms that can be accessed directly from outside (to avoid shared use of corridors).</p> <p><b>Door signs mounted to identify max number in room/toilets at one time.</b></p> <p>Organise ensemble spaces for maintaining space between seats and stands.</p> <p>Inspect ensemble spaces and remove unnecessary items, particularly items that are hard to clean.</p> <p>In toilets middle cubicle/sink/urinal of 3 to be taken out of use.</p>	<p>someone in their household who does, are not to attend Hot House activity.</p> <p>Information shared about testing available for those with symptoms.</p> <p>Assess how many employees are needed for a rehearsal</p> <p><b>Ensembles should not exceed a maximum of 25 registered students</b></p> <p><b>Consider ways to structure ensembles and group pupils to minimise mixing and movement around the ensemble.</b></p> <p>Reviewing timetables to decide which lessons or activities will be delivered on what days.</p> <p>If shortage of teachers, do not "operate" a rehearsal</p> <p>Identify and plan sessions (i.e. warm-ups) that could take place outdoors.</p> <p>Communicate to parents on the preventative measures being taken</p> <p>Parents informed only one parent to accompany child to school car-park</p> <p>Staggered drop-off and collection times planned and communicated to parents.</p> <p>Made clear to parents and pupils that they cannot gather at entrance gates or doors.</p>		<p>floor markings).</p> <p><b>If essential gatherings of staff/pupils required, this will be undertaken where there is a physical layout supporting a minimum of 2 metres separation (preferably outside).</b></p> <p>Limiting the number of pupils to "1" who use the toilet facilities at one time.</p> <p>Seating plans to ensure pupils sit at the same stand</p> <p>Stands should be spaced as far apart as possible.</p> <p>Rooms accessed directly from outside where possible.</p> <p><b>The occupancy of staff spaces limited to ensure 2 metres social distancing.</b></p> <p><b>Staff in shared spaces to avoid working facing each other.</b></p> <p>Members of staff are on duty "pre-mid-post" rehearsals to ensure compliance with rules.</p>	<p>Spaces well ventilated using natural ventilation (opening windows) or ventilation units.</p> <p>Doors propped open, where safe to do so to limit use of door handles. These are closed when premises unoccupied.</p> <p>Sanitising spray and paper towels to be provided in rehearsal venues for use by members of staff.</p> <p>Thorough cleaning of rooms at the end of the rehearsal.</p> <p>Shared materials and surfaces cleaned and disinfected frequently (e.g. stands chairs, doors, sinks, toilets, light switches, "rhythm instruments", etc.).</p> <p>Avoid sharing music and other materials.</p> <p>Procedures followed should someone become unwell whilst attending rehearsal.</p> <p><b>Guidance on cleaning in non-healthcare settings followed after someone with suspected COVID-19 has left.</b></p> <p>Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces.</p> <p><b>Effective measures will be taken to prevent the mixing of students and staff from differing Tier restrictions, ie no</b></p>	

PLAN		DO			REVIEW
Prepare Building	Prepare Employees and Parents and pupils	Control Access	Implementing Social Distancing	Implement Infection Control Measures	Communicate and Review Arrangements
<p>Put up laminated picture signs in toilets and classrooms in front of sinks showing handwashing.</p> <p>Make arrangements for an extra 30 minutes of "cleaning time" pre-mid-post" ensemble sessions</p>	<p>Encourage parents to phone Hot House and make telephone appointments if they wish to discuss their child (to avoid face to face meetings).</p> <p>Pupils expected to provide their own snacks and drinks.</p> <p>Communications to parents and pupils includes advice on transport.</p> <p>All pupils told to provide personal musical equipment (with exception of "rhythm section" which will be sanitised by Hot House staff) to ensure no shared use in session.</p> <p>Briefing to pupils on school rules and measures with reminders before leaving rooms.</p> <p>Review behaviour policies to consider how pupils not following distancing rules will be managed.</p> <p>All staff fully briefed about the plans and protective measures identified in the risk assessment.</p> <p>Revised evacuation procedures to be communicated.</p>			<p>one from a Tier higher than the ensemble venue (Derby) will be permitted to attend.</p> <p>Face Masks must be worn on entry and exit to the ensemble venue</p> <p><b>NOTE:</b> The majority of employees in education settings will not require PPE beyond what they would normally need for their work (determined by existing risk assessment), even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> <li>• pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way;</li> <li>• if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.</li> </ul> <p>Employees providing first aid to pupils will not be expected to maintain 2m distance. Remember Safe-guarding "trumps" all. The following measures will be adopted:</p> <ul style="list-style-type: none"> <li>• washing hands or using hand sanitiser, before and after treating injured person;</li> <li>• wear gloves or cover hands when dealing with open wounds;</li> <li>• if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives;</li> <li>• if CPR is required on a pupil, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest.</li> <li>• dispose of all waste safely.</li> </ul> <p>Should employees have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days.</p>	