

# **PETERBOROUGH CENTRE FOR YOUNG MUSICIANS CIC (PCYM) COVID-19 FACE TO FACE ACTIVITY AT ORMISTON BUSHFIELD ACADEMY (OBA) RISK ASSESSMENT**

Date: 8th April 2021

Assessors Name: Kirsten Goldthorp

Review Date: May 2021 (Government Roadmap step 3)

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### **PCYM permitted to return**

Following the government announcement on Monday 5th April and in line with step 3 of the Road Map, PCYM is permitted to return to a face to face format at Ormiston Bushfield Academy from Saturday 17th April.

We continue to update guidance regularly and we are ensuring that all pupils, families and staff are able to enjoy music making safely. The wellbeing and safety of all families and staff continues to be our utmost priority.

The intention will be to return to a 'normal' PCYM timetable as/when guidelines and restrictions allow.



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## 1. Guidance informing Risk Assessment

- Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak
- “Music Unlocked”: Guidance for Schools and Music Providers
- Guidance for schools: coronavirus (COVID-19)
- Working safely during coronavirus (COVID-19)
- Ormiston Bushfield Academy Risk Assessment
- COVID-19: cleaning in non-healthcare settings outside the home

## 2. Teachers and Students coming together at PCYM

HAZARD	WHO IS AT RISK?	CONTROL MEASURES & WORKING PRACTICES	WHO IS RESPONSIBLE?	RESIDUAL RISK RATING (SxL=T)
Ensembles/Sessions/Lessons	Centre Manager Teachers Support Staff Students	<b>Sessions</b> <ul style="list-style-type: none"> <li>• Students will be grouped into ‘bubbles’ of no more than 15. Bubbles are based on the students' instrument and stage of learning.</li> <li>• Each bubble will be allocated designated room.</li> <li>• Students will be in this bubble for 2hours 30minutes and will take part in ensemble playing, singing and musicianship work.               <ul style="list-style-type: none"> <li>○ The timetable has been planned to reduce movement considerably and a slight reduction in time has been allocated to allow for reduced mixing of bubbles and additional cleaning.</li> </ul> </li> </ul>	Centre Manager Teachers Support Staff Students	5x2=10

- Each bubble will have an assigned teacher for the session. For the singing element, another teacher will visit the session, maintaining social distancing.
- Session start/end times are staggered to reduce numbers congregating and as much as possible prevent bubbles mixing.
- Students will remain in their bubble/room unless:
  - Attending an individual instrument lesson.
  - Using the toilets
- Some Teachers will travel between spaces to teach lessons. They will maintain social distancing/face covering procedures.

#### **Instrument Lessons**

- Students will be told the location and time of their instrument lesson.
- This is the only time they will leave their bubble at PCYM.
- All procedures and processes are as above.

#### **Personal Health/Hygiene**

- Should any member of the PCYM community feel unwell at any time whilst at the Centre they should contact the Head of Centre as quickly as possible.
- Ensure good respiratory hygiene by remembering ‘catch it, bin it, kill it’
- Coughing or sneezing should be done into your crooked elbow.
- Hand sanitizer will be available in all rooms. Everyone will sanitize when entering and leaving every room, ensuring all parts of the hand are covered.

- Students will be reminded to wash their hands for 20seconds with running water and soap and dry them thoroughly when going to the toilet.

### **Social Distancing**

- A maximum of 15 people will be in any session.
- Students/teachers will always follow 2-meter social distancing.
- Students will be seated side to side or back to back.
- Students will enter/leave rooms one at a time.
- In sessions, each student will have a fixed seat with spacing marked out by a rubber 'dot' on the floor.
- Timetables have been carefully planned to avoid contact with other student groups. Start times, break times, end times are all staggered.
- Teachers will teach from the front of the class, maintaining a 2-meter distance.
- Doors and windows will remain open where possible and safe to do so in order to provide constant ventilation.
  - Singing will be for maximum 30minutes - to reduce build-up of aerosols.
  - Singing will only be encouraged at a quiet/moderate volume to minimise airborne particles.
  - Wind/Brass Ensembles will take regular breaks to reduce build-up of aerosols
  - Examples as to how we will approach this during the more inclement weather:
    - Fully open windows before classrooms are occupied and during breaks but keep them only partially open during lessons

		<ul style="list-style-type: none"> <li><input type="checkbox"/> Fully opening some windows to gain air changes but selecting those that are not directly next to pupil's desks/work areas</li> <li><input type="checkbox"/> Make sure everyone is dressing appropriately for the cooler weather, for example encouraging the use of long sleeves, thick tights and jumpers and allowing pupils to wear their coats in the classroom if appropriate</li> </ul> <ul style="list-style-type: none"> <li>• When moving round the building, keep to the Left of corridors/stairs.</li> </ul>		
Equipment	Centre Manager Teachers Support Staff Students	<ul style="list-style-type: none"> <li>• Equipment to be lent or shared will be limited as much as possible. The exception to this is instruments already out on loan, as well as pianos, drumkits and percussion. Enhanced cleaning will be carried out on these instrument with cleaning between each user. Some music will be distributed in the first session.</li> <li>• Tutors should have their own instrument for demonstration.</li> </ul> <p>Students must bring the following with them to minimize transmission through touch:</p> <ul style="list-style-type: none"> <li>• musical instrument including accessories (reeds, valve oil, guitar leads, drum sticks/beaters etc)</li> <li>• Sheet Music</li> <li>• music stand</li> <li>• Pencil, rubber, sharpener</li> <li>• Practice book – will be given at the first session if they have their instrument lesson at PCYM</li> <li>• individual water bottle – there will be no access to water fountains</li> <li>• face covering</li> <li>• Snacks/refreshment for break – No Tuck Shop available</li> </ul>	Teachers Students	5x2=10

Concerts	Centre Manager Teachers Support Staff Students	<ul style="list-style-type: none"> <li>No, concerts with a 'live' audience will not take place this term unless guidance changes.</li> <li>We are looking to record an end of term concert to share with students/parents/carers</li> <li>Travelling to and from the School</li> </ul>	Centre Manager Teachers	5x2=10
Arrival/Departure	Centre Manager Teachers Support Staff Students	<p><b>Drop off</b></p> <ul style="list-style-type: none"> <li>Entry is at the front of the school. There will be separate entry and exit doors.</li> <li>Parents/carers dropping off students should wait outside the school with their child in a queue but should maintain 2m distance between themselves and others.</li> <li>Please do not arrive more than 15minutes before your session/lesson.</li> <li>Students will enter the building one at a time.</li> <li>Students will be signed in at the PCYM reception desk.</li> <li>There will be a QR code to scan for the NHS Covid-19 App.</li> <li>Students will go straight to their session room – they will be escorted on their first session.</li> </ul> <p><b>Collection</b></p> <ul style="list-style-type: none"> <li>Parents/carers picking up students should wait outside the reception area but should maintain 2m distance between themselves and others.</li> <li>Students will exit the building one at a time</li> </ul>	Centre Manager Support Staff Students	3x3=9

Fire	Centre Manager Teachers Support Staff Students	If the evacuation alarm sounds everyone leaves the building by their nearest exit and gathers at the front of the school. Social distancing should be maintained as far as possible. If First Aid is required, the appointed First Aider will attend wearing appropriate PPE as necessary.	Centre Manager Site Staff	5x2=10
Communal Areas	Centre Manager Teachers Support Staff Students	<p><b>Face Coverings</b></p> <ul style="list-style-type: none"> <li>• Students in year 7 (who were aged 11 on 31 August 2020) adults <b>must</b> wear face coverings when moving around the building. Please inform us ahead of the first session if you have exemption from this.</li> <li>• In addition, face coverings should be worn in sessions as a precautionary measure. This does not apply in situations where wearing a face covering would impact on the ability to take part in the activity, for example singing or playing brass/wind instruments.</li> <li>• Primary school students are not required to wear a face covering but can do if they wish.</li> <li>• Teachers and students will be permitted to wear face coverings during class if they wish to do so. Teachers may wear protective visors or stand behind a clear screen.</li> <li>• We will have a stock of face coverings if students arrive without one.</li> </ul> <p><b>Parents on site</b></p> <ul style="list-style-type: none"> <li>• No parents will be allowed on site unless there are exceptional circumstances or they are in the following exceptions: <ul style="list-style-type: none"> <li>○ New parents/carers are welcome to bring in their child on their first visit whilst maintaining 2m social distance and wearing a face covering.</li> </ul> </li> </ul>	Centre Manager Teachers Support Staff Students	5x2=10



		<ul style="list-style-type: none"> <li>○ Parents of 'Music Starts Here!' students may stay in the session with their child whilst maintaining 2m social distance and wearing a face covering.</li> <li>● Please email <a href="mailto:kirsten.goldthorp@peterborough.gov.uk">kirsten.goldthorp@peterborough.gov.uk</a> if you have any questions.</li> </ul>		
Poor Communication	Centre Manager Teachers Support Staff Students	<ul style="list-style-type: none"> <li>● PCYM's website is kept up to date with any information regarding reopening, e.g. dates and local arrangements.</li> <li>● Parents are informed via email about the relevant information regarding reopening of PCYM for November</li> <li>● Teachers and volunteers are informed through email about the relevant information regarding reopening, including any changes to the PCYM day, e.g. staggered breaks/sessions and social distancing.</li> <li>● Visitors attend the PCYM on appointment only.</li> <li>● All visitors including external agencies are provided with information on infection control and social distancing before attending the PCYM.</li> <li>● Staff are informed of who they can turn to for support and guidance.</li> <li>● All staff, students and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms.</li> <li>● PCYM consults with staff and students who are clinically vulnerable and/or extremely vulnerable.</li> <li>● Children and young people are informed to limit what they bring into PCYM and just bring in the essentials and not share equipment.</li> <li>● PCYM works with parents, students and staff to ensure behaviour expectations are clearly understood.</li> </ul>	Centre Manager Teachers Support Staff Students	5x2=10

Break Times	Centre Manager Teachers Support Staff Students	<ul style="list-style-type: none"> <li>• Break Time is staggered. With each group at a different time.</li> <li>• Students will stay in their session room in their place during break time</li> <li>• One student at a time will be allowed to go to the toilet/wash their hands</li> <li>• When teachers break, a member of staff will cover their group for this time</li> <li>• Staff should not congregate socially during break times</li> </ul>	Centre Manager Teachers Support Staff Students	5x2=10
Toilets	Centre Manager Teachers Support Staff Students	<ul style="list-style-type: none"> <li>• Toilets will be cleaned regularly throughout the day.</li> <li>• Students will remain in their bubble unless attending an instrument lesson or using the toilet.</li> <li>• Staggered breaks are in place for each bubble. Where possible, students should not visit the toilet at other times.</li> <li>• One student at a time from will be allowed to go to the toilet/wash their hands</li> <li>• Only 4 people allowed in each toilet area at any one time</li> <li>• Only the 2 sets of toilets on the central ground floor to be used</li> </ul>	Centre Manager Teachers Support Staff	5x2=10
Cleaning	Centre Manager Teachers Support Staff Students	<ul style="list-style-type: none"> <li>• Enhanced cleaning regime is in place in line with <a href="#">COVID19: Cleaning in non healthcare settings guidance</a>. All teaching spaces should be cleaned in accordance to these guidelines.</li> <li>• Between each pupil/class, tutor should wipe down any resources that will be used for the next pupil with <b>standard cleaning products such as detergents, bleach or alcohol wipes</b>.</li> <li>• Surface wipes will be available in all sessions for additional surface cleaning of 'high touch areas' more frequently and before another person enters the room.</li> <li>• Toilets will be cleaned regularly throughout the day.</li> <li>• All wind/brass instruments (except flutes) will have covers on the bell of their instrument to reduce droplets</li> </ul>	Centre Manager Teachers Support Staff	5x2=10

		<ul style="list-style-type: none"> <li>All wind/brass players will have a pad under their instrument to catch any droplets from their instrument</li> </ul>		
Travel	Centre Manager Teachers Support Staff Students	<p>If possible, try and avoid public transport when travelling. We do realize that many students will not be able to do this, so please follow the <a href="#">Government</a> guidance on safer travel. This includes:</p> <ul style="list-style-type: none"> <li>Wear a face covering on public transport</li> <li>Keep socially distanced from other passengers</li> <li>Wash hands before and after journey</li> <li>Carry a hand sanitiser</li> <li>Use contactless payment</li> </ul>	Centre Manager Teachers Support Staff Students	5x2=10
Asymptomatic Testing	Centre Manager Teachers Support Staff Students	<p>PCYM strongly encourages all secondary aged students and all adults who are asymptomatic to engage in regular twice weekly rapid lateral flow testing.</p> <p>You can access twice-weekly asymptomatic testing by any of the following:</p> <ul style="list-style-type: none"> <li>Testing in line with your schools' policies/procedures</li> <li>attend a test site to take a test or pick up tests to do at home - <a href="#">find your nearest test site via the postcode checker</a> or check your local council website</li> <li>attend a collection site to collect tests to do at home - <a href="#">find your nearest collection site online</a></li> <li><a href="#">order a test online</a></li> </ul> <p>Where a positive test is recorded, the individual should:</p>	Centre Manager Teachers Support Staff Students	5x2=10

		<ul style="list-style-type: none"> <li>• Self-isolate immediately</li> <li>• Inform PCYM of the positive result</li> <li>• Follow the stay at home guidance for households with possible coronavirus infection</li> <li>• Arrange for a confirmatory PCR test at the earliest opportunity, or within 72 hours of the LFD test being taken.</li> </ul> <p>The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines and get a PCR test as soon as possible.</p>		
Displaying Symptoms of Covid 19 & Confirmed cases of Covid 19	Centre Manager Teachers Support Staff Students	<p><b>If a teacher, student or member of the household has COVID19 symptoms or tests positive</b></p> <ul style="list-style-type: none"> <li>• If a member of our PCYM community displays symptoms we will require everyone to follow the advice on the guidance table.</li> <li>• We will be following the Peterborough schools test and trace guidance and procedures.</li> <li>• Swift contact will be made with the individual or their family, with all required information and, where necessary, every member of the relevant bubble will be contacted and advised. It will be important that emergency contact details (email address and phone number for each person on site) are kept up to date in order to assist the tracing process.</li> <li>• Students should attend PCYM UNLESS there is illness OR your child or member of the household has COVID19 symptoms or has tested positive for the virus.</li> </ul>	Centre Manager Teachers Support Staff Students	5x2=10

		<ul style="list-style-type: none"> <li>In these cases, 10 day self-isolation is required AND the Centre MUST be notified IMMEDIATELY so that we can respond appropriately Email: <a href="mailto:kirsten.goldthorp@peterborough.gov.uk">kirsten.goldthorp@peterborough.gov.uk</a></li> </ul>		
Other illness or medical vulnerability	Centre Manager Teachers Support Staff Students	<p><b>If my child has a cold or sniffles, or if my child (or member of the family) is particularly medically vulnerable?</b></p> <p>Students MUST be kept at home for coughs, colds, flu-like symptoms, even if in previous times you might have sent them to school. It is vital that PCYM protects those who may be more vulnerable and keeps illness at a minimum. If you (or member of your family) are particularly vulnerable, please refer to the <a href="#">government guidance on medical and other vulnerabilities</a>, the guidance related to <a href="#">full school reopening</a> and PCYM's risk assessment published on the PCYM website. If in doubt, it is recommended that you liaise with medical professionals / Consultant / GP. If your child has a Care Plan, please ensure it is up to date and any medication is provided to PCYM.</p>	Centre Manager Teachers Support Staff Students	5x2=10
Pupil Behaviour	Centre Manager Teachers Support Staff Students	<ul style="list-style-type: none"> <li>Pupils are educated on the need to stay apart.</li> <li>Increased staff supervision whilst students move around the building.</li> <li>Pupil behaviour expectations are reinforced at the start of the return to PCYM</li> <li>Student behaviour leading to an unsafe environment will lead to the removal of that student from PCYM activity.</li> </ul>	Centre Manager Teachers Support Staff Students	5x2=10

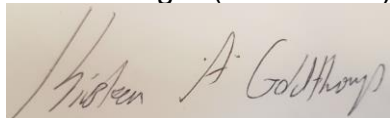
Printed/paper learning materials	Teachers Students	<ul style="list-style-type: none"> <li>• Advise staff to avoid issuing printed Music/worksheets to students where possible.</li> <li>• If Music/worksheets have been issued to students, they are to be retained by the students and not given back to the teacher.</li> <li>• Where appropriate, students will mark up their own music with guidance from the member of teaching staff.</li> <li>• Any music being returned to a member of staff is to be left in a safe location for a minimum of 48hours before being touched.</li> </ul>	Teachers Students	5x2=10
Waste disposal process in place for potentially contaminated waste.	Centre Manager Teachers Support Staff Students	<ul style="list-style-type: none"> <li>• Any potentially contaminated waste in the teaching space should be placed in a bin bag that will be disposed of correctly at the end of each weekly session.</li> </ul>	Centre Manager to provide bags Teachers to bag waste	5x2=10

**I accept the details of the assessment and will ensure that any recommendations/actions it identifies are acted on:**

Line Manager (Print Name):

Jonathan Lewis

Signature:



Date: 6<sup>th</sup> October 2020

Review Dates: December 2020

## RESIDUAL RISK RATING

How likely is the activity to result in actual harm (1-5)?	
How severe would the consequences be (1-5)?	
<b>Risk rating (likelihood x severity)</b>	

<b>Likelihood</b>		5					
		4					
		3					
		2					
		1					
			1	2	3	4	5
		better		worse			
		<b>Severity</b>					

<b>Risk rating:</b>	<b>1-6</b>	<b>Green</b>	Monitor to ensure control measures are implemented consistently and that the rating remains valid.
	<b>8-12</b>	<b>Amber</b>	Try to identify additional controls to reduce the risk. Ensure that control measures are implemented consistently and look to improve by the next review.
	<b>15-25</b>	<b>Red</b>	Cease this activity until additional controls can be put in place to manage the risk.