



BRISTOL MUSIC TRUST RISK ASSESSMENT

Date of Original Assessment : September 2020

Assessed by : Rhian Cocker

Risk Assessment title: Covid-19 Risk Assessment for the use of the Southmead site

Next Review date (max 12 months)

Next review October 2020

Section 1 - Risk Assessment

Please note - this RA is to go alongside the Bristol Cathedral Choir School current RA which covers Health & Safety at music centres

What is the Task/Activity or workplace	What Hazards are present	Who is affected or exposed to hazards?	What is the Potential Severity of Harm Risk rating table 1 Major, Serious or Minor	What Precautions are Already in Place to Either Eliminate or Reduce The Risk of an Accident Happening	What is the Likelihood of harm occurring? High, Possible or Improbable	What is The risk rating using the matrix below	What Additional Precautions do You Need to Either Eliminate the Risks or to reduce the risk to at least Medium Risk Rating or ideally Low Risk Rating	Who is Responsible For Implementing These Controls?	When Are These Controls to be Implemented (Date)?	When Were These Controls Implemented (Date)?
Entering the building for BYO Strings	Covid General	Volunteers, visitors, staff, young people & parents/carers	Serious	People entering and leaving the building should enter via the Cresswell right hand door and only use the spiral staircase to reduce contact	improbable	low	Student/Parent information	NC	01-Sep-20	
Entering the building for BYO Woodwind, Brass & Senior Percussion Ensemble	Covid General	Volunteers, visitors, staff, young people & parents/carers	Serious	People entering and leaving the building should enter via the Cresswell left hand door and only use the crescent staircase to reduce contact	improbable	low	Student/Parent information	NC	01-Sep-20	
Entering the building for BYCO	Covid General	Volunteers, visitors, staff, young people & parents/carers	Serious	People entering and leaving the building should enter via the primary school entrance to reduce contact	improbable	low	Student/Parent information	NC	01-Sep-20	
Entering the building for BYWE	Covid General	Volunteers, visitors, staff, young people & parents/carers	Serious	People entering and leaving the building should enter via the drama studio entrance to reduce contact	improbable	low	Student/Parent information	NC	01-Sep-20	
Entering the building for BBO	Covid General	Volunteers, visitors, staff, young people & parents/carers	Serious	People entering and leaving the building should enter via the sports hall entrance to reduce contact	improbable	low	Student/Parent information	NC	01-Sep-20	
Entering the building for BYJA	Covid General	Volunteers, visitors, staff, young people & parents/carers	Serious	People should enter and leave the building via the Cresswell right hand door to reduce contact	improbable	low	Student/Parent information	NC	01-Sep-20	
Upon entry to the buildings	Covid -19 transmittal by touch	Volunteers, visitors, staff, young people & parents/carers	Major	Hand sanitiser to be made available at all entry points	possible	med	Sanitiser station	NC	01-Sep-20	
General use of the buildings	Covid-19 transmittal by touch	Volunteers, visitors, staff, young people & parents/carers	Major	Signs will be placed around the building to remind people to wash hands regularly and to ensure that people remember not to touch their	possible	med	signage	NC	01-Sep-20	
General use of the buildings	Covid-19 transmittal by touch	Volunteers, visitors, staff, young people & parents/carers	Major	Personnel are instructed to bring in mugs, water bottles etc. from home and take them home afterwards	possible	med	Student/Parent information	NC & Users	01-Sep-20	
General use of the buildings	Covid-19 transmittal by touch	Volunteers, visitors, staff, young people & parents/carers	Major	Personnel should take any mugs, water bottles etc. home with them at the end of the day	possible	med	Student/Parent information	NC & Users	01-Sep-20	

General use of the buildings	Covid-19 transmittal by touch	Volunteers, visitors, staff, young people & parents/carers	Major	No access to tuck shop to reduce groups congregating in one area	possible	med	Student/Parent information	NC & Users	01-Sep-20	
General use of the buildings	Covid-19 transmittal by touch	Volunteers, visitors, staff, young people & parents/carers	Major	Staff are encouraged to wear gloves	possible	med	signage Covid 19 staff guidance policy	NC & Users	01-Sep-20	
General use of the buildings	Covid-19 transmittal by touch	Volunteers, visitors, staff, young people & parents/carers	major	Surfaces to be wiped down before and after use	possible	Med	cleaning before and after each usage of building by BCCS staff		01-Sep-20	
General use of the buildings	Covid 19 trasmittal by aerosol	Volunteers, visitors, staff, young people & parents/carers	Major	Personnel are reminded to stay 2m apart at all times	possible	med	signage Covid 19 staff guidance policy	NC & Users	01-Sep-20	
General use of the buildings	Covid 19 trasmittal by aerosol	Volunteers, visitors, staff, young people & parents/carers	Major	When passing others in the corridors personnel will be requested to stay on the left side of any corridor	possible	med	one way system implemented	NC & Users	01-Sep-20	
General use of the buildings	Covid 19 trasmittal by aerosol	Volunteers, visitors, staff, young people & parents/carers	Major	When approaching either exit point door to leave the building people must 'give way' to people coming in to the building staying 2m away from them	possible	med	signage Covid 19 staff guidance policy	NC & Users	01-Sep-20	
General use of the buildings	Covid 19 trasmittal by aerosol	Volunteers, visitors, staff, young people & parents/carers	Major	Face coverings should be worn in corridors and communal areas at all times	possible	med	signage Covid 19 staff guidance policy	NC & Users	01-Sep-20	
General use of the buildings	Covid 19 trasmittal by aerosol	Volunteers, visitors, staff, young people & parents/carers	Major	Should a child become ill during a session, BCCS has allocated a room as the isolation room	possible	med	Parent/Care will be immediately called and asked to take the child home and also asked to book a COVID-19 test. They must tell us if it is positive.		01-Sep-20	
Access & Arrival/Exit	Covid 19 trasmittal by aerosol	Volunteers, visitors, staff, young people & parents/carers	Major	Groups to have staggered start/finish times and different entrances to reduce number of people entering/leaving the building at once	possible	med	BYO - 09:30 - 12:30 (Cresswell) BYCO - 09:30 - 12:30 (Primary School) BYWE - 09:45 - 12:45 (Drama Studio) BBO - 09:30 - 12:30 (Sports Hall) BYJA - 10:00 - 12:00 (Dining Room) SPE - 10:15 - 11:15 (Green Room)		01-Sep-20	
Access & Arrival/Exit	Covid 19 trasmittal by aerosol	Volunteers, visitors, staff, young people & parents/carers	Major	Ensembles to be grouped within bubbles to reduce transmission	possible	med	Each ensemble will be their own bubble		01-Sep-20	
Access & Arrival/Exit	Covid-19 transmittal by touch	Volunteers, visitors, staff, young people & parents/carers	Major	Contactless sign in to be used	possible	med	Only the Admin assistants to take the register		01-Sep-20	
Access & Arrival/Exit	Safeguarding/Covid 19 trasmittal by aerosol	Parents/Carers	Major	No parents/carers to be allowed into the buildings to reduce numbers	possible	med	Parents/Carers will be asked to leave their child at the door to ensure they have entered the building safely.		01-Sep-20	
Access & Arrival/Exit	Safeguarding/Covid 19 trasmittal by aerosol	Staff, young people & parents/carers	Major	Admin assistants will be stood at entrances to sign children in. Music team will be futher inside the building to welcome children and take them to rehearsal rooms	possible	med	Parents/carers will be asked to wait outside the building 2m apart and approach the door one at a time to drop off their child. Only 1 parent/carer to drop off a child		01-Sep-20	
Access & Arrival/Exit	Safeguarding/Covid 19 trasmittal by aerosol	Staff, young people & parents/carers	Major	Music Centre team will only release a child to their parent/carer if they can see them. If child is in secondary school they can sign themselves out	possible	med	Parents/carers will be asked to wait outside the building 2m apart and approach the door one at a time to collect their child. Only 1 parent/carer to collect a child		01-Sep-20	
Safety in rehearsals	Covid 19 trasmittal by aerosol	Volunteers, visitors, staff & young people	Major	Each bubble will have their own allocated room and only those within that bubble will be allowed in that room.	possible	med	Signage. Tutor guidance		01-Sep-20	

Safety in rehearsals	Covid 19 trasmittal by aerosol	Volunteers, visitors, staff & young people	Major	Each ensemble will be split into seperate groups of no more than 15. These groups will be allowed to rehearse in the same room together provided further distancing (2m) is in place between the groups to minimise the risk of transmission	possible	med	Each group is the instrument section (1st Violins, 2nd Violins, Violas, Cellos & DB). Additionally, all string players in BYO and BYCO will be asked to wear a mask in rehearsals		
Safety in rehearsals	Covid 19 trasmittal by aerosol	Volunteers, visitors, staff & young people	Major	Rooms will be laid out in accordance to social distancing. 2m for wind & brass in straight lines. 1m for strings in a large horseshoe or straight lines (room size dependant)	possible	med	No more than 30 wind & brass players to be allowed in a room at any time. Room layout will not be allowed to change.		01-Sep-20
Safety in rehearsals	Covid 19 trasmittal by aerosol	Volunteers, visitors, staff, young people & parents/carers	Major	Music tutors will maintain a distance of 2m away from children and other adults and wear a visor.	possible	med	Tutors can also wear a mask if they feel it is necessary.		01-Sep-20
Safety in rehearsals	Covid 19 trasmittal by aerosol	Volunteers, visitors, staff, young people & parents/carers	Major	Maximum of 3 adults in smaller rooms. Maximum of 5 adults in larger rooms.	possible	med	Adults must observe social distancing at all times		01-Sep-20
Safety in rehearsals	Covid-19 transmittal by touch	Volunteers, visitors, staff, young people & parents/carers	Major	Instruments, music stands and resources (music books) must not be shared. If a music tutor needs to touch an instrument for any reason the music tutor will wipe down the instrument with bacterial wipes and use hand sanitiser	possible	med	Encourage young people to bring their own music stand (provided they can put it up themselves). Ask all young people to bring their own pencil and spare strings/reeds/bows etc.		01-Sep-20
Safety in rehearsals	Covid-19 transmittal by touch	Volunteers, visitors, staff, young people & parents/carers	Major	Small instrument cases to be kept under chairs during rehearsals. Larger cases will have allocated storage	possible	med	Signage		01-Sep-20
Safety in rehearsals	Covid-19 transmittal by touch	Volunteers, visitors, staff, young people & parents/carers	Major	No sharing of equipment between groups, and not before thorough cleaning has taken place	possible	med	Fogger to be made available if equipment needs to be shared		01-Sep-20
Safety in rehearsals	Covid-19 transmittal by touch	Volunteers, visitors, staff, young people & parents/carers	Major	Limited use of paper materials to avoid transmission. Children should write their own notes/homework	possible	med	If music is to be handed out, tutor should wear gloves to place music on a stand and collect back in. Music can be made available as pdf versions if young people would want to bring a tablet to read the music from		01-Sep-20
Safety in rehearsals	Covid 19 trasmittal by aerosol	Volunteers, visitors, staff, young people & parents/carers	Major	Where possible, all teaching spaces should be well ventilated using natural ventilation (opening windows) or ventilation units	possible	med	Lead tutors in each room responsible for opening windows in rooms		01-Sep-20
Safety in rehearsals	Covid-19 transmittal by touch	Volunteers, visitors, staff, young people & parents/carers	Major	Hand sanitiser should be carried at all times and used frequently, in between lessons, after touching pupils' instruments etc.	possible	med			01-Sep-20
Safety in rehearsals	Covid-19 transmittal by touch	Volunteers, visitors, staff, young people & parents/carers	Major	Music tutors are advised not to touch their own eyes, nose or mouth.	possible	med			01-Sep-20
Safety in rehearsals	Covid General	Volunteers, visitors, staff, young people & parents/carers	Major	Music tutors with any symptoms of Covid 19 should not be going into settings.	possible	med			01-Sep-20
Break times	Covid 19 trasmittal by aerosol	Volunteers, visitors, staff, young people & parents/carers	Major	Young people must remain in their bubble for break times and reminded about social distancing	possible	med	Signage. Tutors to remind young people		01-Sep-20

NOTE: If the risk rating is either High, Very High, Medium or Low proceed to section 2. If the risk rating is No Significant Risk no further action is required.

RISK RATING MATRIX

(Notes To Aid Completion Of The Risk Assessment Format)

Table 1

Potential Severity of Harm	Meaning	Likelihood of Harm	Meaning
Fatal/Major Injury	Death, major injuries or ill health causing long-term disability/absence from work.	High Likelihood	Occurs repeatedly / event only to be expected
Serious Injury	Injuries or ill health causing short-term disability/absence from work (over three days)	Possible	Moderate chance/could occur sometimes
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work	Improbable	So unlikely that probability is close to zero

Table 2

Risk Rating - Degree of Injury by Likelihood/Probability			
	High Likelihood	Possible	Improbable
Fatal/Major Injury	Very High Risk	High Risk	Medium Risk
Serious Injury	High Risk	Medium Risk	Low Risk
Minor Injury	Medium Risk	Low Risk	No Significant Risk

Table 3

Action Required : Key To Ranking	
High or Very High Risk	STOP ACTIVITY! Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue.
Medium Risk	Implement all additional precautions that are not unreasonably costly or troublesome.
Low Risk	Implement any additional precautions that are not unreasonably costly or troublesome.

No Significant Risk	The risk is no more than is to be encountered in normal every day life.