



BRISTOL MUSIC TRUST RISK ASSESSMENT

Date of Original Assessment : September 2020

Assessed by : Nick Craney

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

Next Review date (max 12 months)

Next review November 2020

Section 1 - Risk Assessment

Please note - this RA is to go alongside the 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)?
Security of the building	Covid General	Volunteers, visitors, staff, young people & parents/carers	Minor	Person unlocking and locking the building must unlock/lock front and rear doors as soon as they get to the site. It should be agreed prior to the event who this person is	improbable	NSR	Staff information	NC	01-Jul-20	
Entering the building for rooms 1-4 and the hall	Covid General	Volunteers, visitors, staff, young people & parents/carers	Serious	People entering and leaving the building should enter via the back door to reduce contact	improbable	low	Staff information	NC	01-Jul-20	
Entering the building for rooms 5-12	Covid General	Volunteers, visitors, staff, young people & parents/carers	Serious	People should enter and leave the building via the front door to reduce contact	improbable	low	Staff information	NC	01-Jul-20	
Upon entry to the building	Covid -19 transmittal by touch	Volunteers, visitors, staff, young people & parents/carers	Major	Hand sanitiser to be made available at both entry points	possible	med	Sanitiser station	NC	01-Jul-20	
General use of the premises	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-Jul-20	
General use of the premises	Covid-19 transmittal by touch	Volunteers, visitors, staff, young people & parents/carers	Major	Personnel are instructed not to use the shared plates, mugs etc They should bring in mugs, water bottles etc. from home and take them home afterwards	possible	med	signage Covid 19 staff guidance policy	NC & Users	01-Jul-20	
General use of the premises	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	signage Covid 19 staff guidance policy	NC & Users	01-Jul-20	
General use of the premises	Covid-19 transmittal by touch	Volunteers, visitors, staff, young people & parents/carers	Major	Welfare facilities are restricted to the use of the hot water boiler and people must remain 2m apart	possible	med	signage Covid 19 staff guidance policy	NC & Users	01-Jul-20	
General use of the premises	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-Jul-20	
General use of the premises	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		01-Jul-20	

General use of the premises	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-Jul-20	
General use of the premises	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 and reminded of this by arrows	possible	med	one way system implemented	NC & Users	01-Jul-20	
General use of the premises	Covid 19 trasmittal by aerosol	Volunteers, visitors, staff, young people & parents/carers	Major	Signs will remind people to stay 2m apart	possible	med	signage Covid 19 staff guidance policy	NC & Users	01-Jul-20	
General use of the premises	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-Jul-20	
General use of the premises	Covid 19 trasmittal by aerosol	Volunteers, visitors, staff, young people & parents/carers	Major	When using the toilets a one out, one in policy should be adopted	possible	med	signage	NC & Users	01-Jul-20	
General use of the premises	Covid 19 trasmittal by aerosol	Volunteers, visitors, staff, young people & parents/carers	Major	When using the welfare space a one out one in policy should be adopted	possible	med	signage	NC & Users	01-Jul-20	
General use of the premises	Covid 19 trasmittal by aerosol	Volunteers, visitors, staff, young people & parents/carers	Major	People must not make drinks for others	possible	med	signage	NC & Users	01-Jul-20	
General use of the premises	Covid 19 trasmittal by aerosol	Volunteers, visitors, staff, young people & parents/carers	Major	Face coverings should be worn wherever possible	possible	med	signage Covid 19 staff guidance policy	NC & Users	01-Jul-20	
General use of the premises	Covid 19 trasmittal by aerosol	Volunteers, visitors, staff, young people & parents/carers	Major	Should a child become ill during a session, Room 4 has been allocated as the isolation room	possible	med	Parent/Care will be immediatly 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.			
Access & Arrival/Exit	Covid-19 trasmittal 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			
Access & Arrival/Exit	Covid 19 trasmittal by aerosol	Volunteers, visitors & staff, young people	Major	All young people (12 and over) and staff will be asked to wear a mask in communal areas of the building	possible	med	Signage			
Safety in rehearsals/lessons	Covid-19 trasmittal 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.	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.			
Safety in rehearsals/lessons	Covid-19 trasmittal 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. Any music handed out should be in a folder specific to the child.			
Safety in rehearsals/lessons	Covid-19 trasmittal by touch	Volunteers, visitors, staff, young people & parents/carers	Major	Small instrument cases to be kept under chairs during rehearsals/lessons. Larger cases will have allocated storage	possible	med	Signage			
Safety in rehearsals/lessons	Covid-19 trasmittal 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				
Safety in rehearsals/lessons	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				

Safety in rehearsals/lessons	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.			
Safety in rehearsals/lessons	Covid 19 trasmittal by aerosol	Volunteers, visitors, staff, young people & parents/carers	Major	All teaching spaces should be well ventilated using natural ventilation (opening windows) or ventilation units	possible	med	Person opening/closing the building opens windows in rooms			
Safety in rehearsals/lessons	Covid-19 trasmittal 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	Hand sanitiser and wipes available in all rooms			
Weeknight Ensembles & Saturday Morning Music Centres										
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	Saturday BJSO - 09:30 - 11:30 (back entrance) Starter Strings - 09:30 - 10:15 (front entrance) Wind Band - 10:00 - 11:15 (back entrance) String Group - 10:45 - 11:45 (front entrance) Monday BJYO - 18:00 - 19:15 (back entrance)			
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 small ensemble will be their own bubble and larger ensembles will be split by section			
Access & Arrival/Exit	Safeguarding/Covid 19 trasmittal by aerosol	Parents/Carers	Major	No parents/carers to be allowed into the building 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.			
Access & Arrival/Exit	Safeguarding/Covid 19 trasmittal by aerosol	Staff, young people & parents/carers	Major	Admin assistants will be stood at both entrances to sign children in. Music team will be further 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			
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.	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			
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			
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 if total ensemble numbers exceed this. 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	Where relevant, each group is the instrument section (1st Violins, 2nd Violins, Violas, Cellos & DB etc).			
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 15 wind & brass players to be allowed in a room at any time. Room layout will not be allowed to change.			
Safety in rehearsals	Covid 19 trasmittal by aerosol	Volunteers, visitors, staff, young people & parents/carers	Major	Maximum of 3 adults in a room with children present for Room 1, 2, 3, 9 & 11. Maximum of 5 adults in the Hall	possible	med	Adults must observe social distancing at all times			
Safety in rehearsals	Covid-19 trasmittal 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 available if equipment needs to be shared			

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			
Weeknight Individual Lessons										
Access & Arrival/Exit	Safeguarding/Covid 19 trasmittal by aerosol	Parents/Carers	Major	No parents/carers to be allowed into the building 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.			
Access & Arrival/Exit	Safeguarding/Covid 19 trasmittal by aerosol	Staff, young people & parents/carers	Major	Admin assistants will be stood at both entrances (where required) to sign children in. Children will make their own way to lesson 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. Child should be dropped off as close to their lesson time as possible			
Access & Arrival/Exit	Safeguarding/Covid 19 trasmittal by aerosol	Staff, young people & parents/carers	Major	Admin team will only release a child to their parent/carer if they can see them (for those children under 12)	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			
Safety in lessons	Covid 19 trasmittal by aerosol	Volunteers, visitors, staff & young people	Major	Each tutor will have their own allocated room and only those for that lessons will be allowed in that room.	possible	med	Signage. Tutor guidance			
Safety in lessons	Covid 19 trasmittal by aerosol	Volunteers, visitors, staff & young people	Major	Rooms will be laid out in accordance to social distancing. Tutors should remain 2m away from students at all times and face the same direction while teaching.	possible	med	Room layout will not be allowed to change. Tutors should place themselves further into the room to avoid their student crossing their path			
Safety in lessons	Covid-19 transmittal by touch	Volunteers, visitors, staff & young people	Major	Child will be asked by the tutor to wipe the music stand (and instrument where required) at the beginning and end of each lesson	possible	med	Hand sanitiser and wipes available in all rooms			

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.

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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

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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

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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.

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