



## Covid-19 Risk Assessment

Owner:	Berkshire Maestros		
Version:	7		
Number of pages:	8		
Assessment completed by:	Lee Smith		
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### Overview

The government will continue to manage the risk of serious illness from the spread of the virus. Step 4 marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk.

The government guidance is more aligned across settings (businesses, office workers, education, out of school settings & performing arts). We still need to consider the risk but are following the principles laid out in all the updated government documents.

Following the end of the Plan B restrictions, we are continuing to take a cautious approach to the virus as laid out in the risk assessment below.

Additional information/guidance is included based on the Music Mark advice with regards to bespoke teaching situations or instruments.

Key elements are:

- Adequate ventilation
- Cleaning
- Mask-wearing

Date communicated: 24.01.22

Signed: 

Name: Dawn Wren, CEO

## VENTILATION

What are the hazards?	Who might be harmed	Government Advice	Required Controls	Action by who?	Action by when?	Done	
Spread of Coronavirus (Covid-19)	Staff	<p>To reduce the risk of the virus spreading through aerosols, consider:</p> <ul style="list-style-type: none"> <li>• Providing adequate ventilation: Through doors &amp; windows</li> <li>• By mechanical ventilation</li> <li>• Through a combination of both</li> </ul> <p>This is because fresh air helps to dilute the virus in occupied spaces. If you have mechanical ventilation, you should maximise the fresh air your system draws in and avoid systems that only recirculate air and do not draw in a supply of fresh air.</p> <p>Identifying any poorly ventilated spaces and taking steps to improve fresh air flow in these areas. If you can't improve ventilation in poorly ventilated spaces, minimise use of these spaces.</p>	All staff to ensure good ventilation in offices, teaching rooms & communal areas.	All staff	Ongoing		
	Visitors						
	Cleaners			Office staff and teachers are to ensure windows are open or on vent lock at regular intervals to minimise stagnant air.	All staff		Ongoing
	Contractors			Air conditioning units may be used to circulate fresh air from outside. Desk fans are not to be used unless you are alone in the office/room.	All staff		Ongoing
	Vulnerable Groups: Elderly Workers Pregnant Workers Those with existing underlying health conditions		Consideration about teaching rooms in external venues. If rooms do not have good ventilation (windows that open) SLT to consider alternative space or options.	Senior Leadership Team	Before the start of term		
			Larger ensembles, particularly those involving wind & brass players or singers are to regularly monitor CO2 levels in rehearsal rooms using the BM device.	Music Centre Development Managers & Music Centre Coordinators	Ongoing		

## DROPLETS

What are the hazards?	Who might be harmed	Government Advice	Required Controls	Action by who?	Action by when?	Done
Spread of Coronavirus (Covid-19)	Staff Visitors Cleaners Contractors Vulnerable Groups: Elderly Workers Pregnant Workers Those with existing underlying health conditions	To reduce the risk of the virus spreading through droplets, consider: <ul style="list-style-type: none"> <li>Encouraging the use of face coverings by workers or customers in enclosed and crowded spaces.</li> <li>Cleaning regularly, especially on surfaces that people touch a lot.</li> </ul>	Face masks/coverings are strongly advised in communal areas and when moving around the building for all staff and visitors to Stoneham Court. Face masks and cleaning materials are provided for staff as PPE and can be collected from Stoneham Court.	DW & LS	September 2021	
			Staff should continue to use hand sanitiser and wash their hands frequently.	DW & LS	September 2021	

## CONTAMINATED SURFACES

What are the hazards?	Who might be harmed	Government Advice	Required Controls	Action by who?	Action by when?	Done
Spread of Coronavirus (Covid-19)	Staff Visitors Cleaners Contractors Vulnerable Groups: Elderly Workers Pregnant Workers Those with existing	To reduce the risk of the virus spreading through contaminated surfaces, consider:  Advising customers and workers to wash their hands or use hand sanitiser frequently. This is particularly important before and after touching shared objects or surfaces that other people touch regularly.	Contract cleaners to visit site daily to clean all communal areas with the focus on high touch points (door handles, light switches and hand rails etc.)	Cleaners	Daily	
			Each office desk to be provided with cleaning supplies and staff reminded to wipe down after use.	All staff	Ongoing	

	underlying health conditions	Maintaining regular cleaning of surfaces, particularly surfaces that people touch regularly. You should also make sure that workers and customers who feel unwell stay at home and do not attend the venue. By law, businesses must not allow a self-isolating worker to come to work.	<p>All teaching rooms to be provided with cleaning supplies and staff encouraged to regularly wipe down surfaces.</p> <p>Hand washing signage to be displayed around music centres and Stoneham Court especially in toilet areas.</p> <p>Hand sanitiser readily available to all staff and students as they enter and exit the building.</p> <p>Students encouraged to use hand sanitiser at the start of each lesson.</p>	<p>Teaching staff</p> <p>Resources Team</p> <p>Resources Team</p> <p>Resources Team</p>	<p>Before the start of term</p> <p>Ongoing</p> <p>Ongoing</p>	
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## OUT OF SCHOOL SETTINGS

What are the hazards?	Who might be harmed	Government Advice	Required Controls	Action by who?	Action by when?	Done
Spread of Coronavirus (Covid-19)	<p>Staff</p> <p>Visitors</p> <p>Cleaners</p> <p>Contractors</p> <p>Vulnerable Groups: Elderly Workers Pregnant Workers Those with existing underlying health conditions</p>	<p>The priority is to deliver face-to-face, high quality provision to all children.</p> <p>Priority actions to take are:</p> <ul style="list-style-type: none"> <li>• Provide adequate ventilation</li> <li>• Clean more often</li> <li>• Turn away people with COVID-19 symptoms</li> <li>• Wear a mask</li> </ul>	<p>Teachers are to ensure windows are open or on vent lock at regular intervals to minimise stagnant air.</p> <p>Hand sanitiser readily available to all staff and students as they enter and exit the building.</p> <p>Face masks/coverings are strongly advised for staff to continue to wear when visiting our music centres</p>	<p>All staff</p> <p>MCDM &amp; LS</p> <p>DW &amp; LS</p>	<p>Ongoing</p> <p>Ongoing</p> <p>From 24.01.22</p>	

**TRANSPORT GUIDANCE (USE OF BM VAN)**

What are the hazards?	Who might be harmed	Government Advice	Required Controls	Action by who?	Action by when?	Done
Spread of Coronavirus (Covid-19)	<p>Staff</p> <p>Visitors</p> <p>Cleaners</p> <p>Contractors</p> <p>Vulnerable Groups:                      Elderly Workers                      Pregnant Workers                      Those with existing underlying health conditions</p>	<p>Good ventilation brings fresh or cleaned air into indoor spaces. The more fresh air that is brought inside, the more diluted any airborne virus will become. In poorly ventilated spaces, residual viruses can remain in the air after an infected person has left and increase the risk of COVID-19 spreading.</p> <p>Reducing the number of people travelling in the same vehicle where possible.</p> <p>Opening windows to improve the flow of fresh air. Also open windows and doors of vehicles to help clear the air before anyone else gets in. Switching on ventilation systems they should be set to draw in fresh and not to recirculate it. Ensure vehicles are regularly cleaned, in particular between different users.</p>	<p>Staff to be advised of the current guidance.</p> <p>Staff to be issued with PPE which they should wear if in the van with other members of staff.</p> <p>Staff to be advised that they must clean surfaces before and after use as many different people may use the van.</p> <p>Cleaning supplies to be located in the van.</p> <p>Weekly deep clean of inside the van is strongly advised.</p>	<p>Resources Team and other staff who drive the van.</p> <p>Resources Team and other staff who drive the van</p> <p>Resources Team</p> <p>Resources Team</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Weekly</p>	

## APPENDIX A

### Self-Isolation Government guidance

The self-isolation advice for people with coronavirus (COVID-19) has changed. It is now possible to end self-isolation after 5 full days if you have 2 negative LFD tests taken on consecutive days. The first LFD test should not be taken before the fifth day after your symptoms started (or the day your test was taken if you did not have symptoms). The self-isolation period remains 10 full days for those without negative results from 2 LFD tests taken a day apart.

You do not need to take a PCR test if you have already taken an LFD test and the result was positive.

If you live in the same household as someone with COVID-19 you are at significantly higher risk of becoming infected yourself.

If you have been vaccinated with a COVID-19 vaccine, you are less likely to become severely ill if you catch COVID-19. You are also less likely to spread COVID-19 to other people, but it is still possible for this to happen. Therefore:

if you are aged 18 years, 6 months or over and you are not fully vaccinated\*, and you live in the same household as someone with COVID-19, you are legally required to stay at home and self-isolate. If you are fully vaccinated or aged under 18 years and 6 months, and you live in the same household as someone with COVID-19, you are not legally required to self-isolate. However, you are strongly advised to take an LFD test every day for 7 days, and to self-isolate if any of these test results is positive.

*\*You are fully vaccinated 14 days after having received 2 doses of an approved vaccine (such as Pfizer/BioNTech, AstraZeneca or Moderna/Spikevax) or one dose of the single-dose Janssen vaccine.*

**All teaching staff should revert to teaching online if they have to self-isolate and rearrange their teaching accordingly.**

## APPENDIX B

Teaching specific guidelines – all teachers should continue to follow school risk assessments, government guidelines as well as the following revised BM guidelines.

### SCHOOL TEACHING

1. Do not attend school if you suspect that you may be coming down with Coronavirus symptoms: follow self-isolation procedures if they apply to you.
2. Ask for the school's risk assessments for COVID-19; ask about anything you do not understand and abide by the control measures specified i.e. toilet or break provision.
3. Find out what the school's infection control procedures are; follow them and make use of anything the school is good enough to provide for your safety.
4. If you think that a child may be showing symptoms of Coronavirus, stop the lesson and report your concerns to the school immediately.
5. Wind and brass instruments should continue not to be shared, all other instruments can be shared for projects but will need wiping down between classes. Never play on a pupil's mouthpiece or allow them to play on yours.
6. Teaching rooms must have a window that can open or a ventilation system that brings in fresh air. Teachers are to use their discretion as to how many students it is appropriate to teach in the room size they are using at schools. If groups remain unviable due to the size of them room, you may teach every other week as directed last year.
7. We do not expect cleaning to take place in between lessons but we expect staff and students to adhere to regular hand hygiene as this is the most effective way of managing the transmission. Cleaning materials will be provided if you wish to wipe down any shared items.
8. We strongly advise teachers to continue to use face coverings whilst working in schools.
9. Rooms need to be ventilated at all times and should be aired quickly between lessons where possible.
10. Teachers will need to continue to take twice-weekly lateral flow tests until at least the end of the Spring Term.

## MUSIC CENTRES

1. Do not attend music centre if you suspect that you may be coming down with Coronavirus symptoms: follow self-isolation procedures if they apply to you.
2. If you think that a child may be showing symptoms of Coronavirus, stop the activity and report your concerns to the receptionist immediately.
3. Ensembles can resume indoors as long as the space is large enough and can be well ventilated/ventilated in between rehearsals.
4. There will no longer be any maximum person numbers on rooms, MCDM's will use their discretion as to whether a room is an appropriate size and well ventilated.
5. We do not expect cleaning to take place in between lessons and ensembles but we expect staff and students to adhere to regular hand hygiene as this is the most effective way of managing the transmission. Cleaning materials will be provided if you wish to wipe down any shared items.
6. Conductors should still keep their distance and conduct from behind a clear pull up screen if they wish.
7. We strongly advise teachers to continue to use face coverings whilst working in music centres.
8. Rooms need to be ventilated and should be aired quickly between lessons where possible.
9. Teachers will need to continue to take twice-weekly lateral flow tests until at least the end of the Spring.
10. Any visitors to music centres should continue to check in using the QR code to support the NHS track & trace system but will no longer need to be temperature checked.
11. Parents are allowed on site but should be encouraged not to congregate in corridors or other enclosed spaces.
12. The printing and handing out of music should still be minimised and students encouraged to print their own where possible.
13. Students will be able to make use of BM music stands.