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| School/ Setting | The Claremont Centre | Date of Assessment | 31 st March 2021 |
| Assessment Completed By | Ruth O’keefe Fiona Drake Simon Whitehead | | |

Staying COVID Secure – Our Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- ✓ We will share this Risk Assessment and its findings with employees and parents and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation
- ✓ We will continue to comply with the DFE Music Specific guidance:

Our Employees

| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
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| 01 | All Clinically Extremely Vulnerable employees are will have individual risk assessments to plan their return to work. Where possible they are required to work from home. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All staff have been asked to self-declare any medical conditions and where they meet the definition of clinically extremely vulnerable are instructed to self-isolate. Additionally, clinically vulnerable employees, whose role means they cannot maintain social distancing, are asked to work from home. |
| 02 | All employees who live with a person who is Clinically Extremely Vulnerable should work from home where possible, if they do attend work then stringent social distancing measures must be adhered to. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All staff have been asked to self-declare if they are living with anyone who is clinically extremely vulnerable and where this is the case, there will be a discussion between the member of staff and their line manager to ascertain the best course of action which will be fully documented. |

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| 03 | All <u>Clinically Vulnerable</u> employees are required to take extra care in observing social distancing and should work from home where possible. If unable to work from home, they will be offered the safest available on site role, ensuring that they adhere to stringent social distancing measures. (NB employees who live with a person who is Clinically Vulnerable can attend school/setting) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | For all staff who are clinically vulnerable they must self-declare and there will be a discussion between that member of staff and their line manager to ascertain the best course of action which will be fully documented. |
| 04 | All employees, themselves or persons within their household who have COVID-19 symptoms, should not attend school/ setting until they can be tested. If test is negative they can return to work. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>All employees who have COVID-19 symptoms or persons within their household who do, will be asked to attend a testing centre immediately and will not be allowed to attend school until a) the test returns negative, or b) in the event of a positive test, they have fully recovered and completed the allotted period of self-isolation.</p> <p>All such incidents will be recorded and the employee's line manager will be in regular contact with the staff member. If an employee requires longer than the statutory length of self-certification, then they will require to provide a doctor's sickness note.</p> <p>This information is shared with staff and parents so they are aware of these procedures.</p> |
| 05 | We regularly contact / keep in touch with colleagues who are self- isolating/ working from home and monitor / support both their Physical and Mental Health & Wellbeing | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Managers maintains contact with all staff they line manage and supports employees who are self-isolating. |
| 06 | We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Although at present we do not have any staff who require additional aids and adaptations, these would be provided if needed. |
| 07 | Staff who visit schools on a regular basis can request to be allocated a testing kit from their school should they wish. | | | | There is no obligation to enter the regular testing programme for schools, however TMS recommend that tutors consider this to safeguard their own health and that of their families. |

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| | | | | | Where schools have been asked and will not / cannot issue a testing kit this can be referred to their line manager or to the head of service. |
| 08 | Staff will adhere to social distancing guidance. Staff are asked to wear a face mask when entering and moving around the building (unless exempt). Staff may wear a face covering to teach in should they wish. | | | | TMS will provide all staff who want them with masks (unlimited) and visors (one per staff member) which they may use while teaching at the Centre. |

Our Pupils

| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
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| 09 | All Clinically Extremely Vulnerable pupils are offered the option to continue their lessons on Zoom | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Criteria will be communicated to parents/carers and the option for their children not to attend Music Centre. Parents must notify Music Service of any child who may be registered as clinically extremely vulnerable. It is the responsibility of parents and carers to inform the music service as soon as their child presents with COVID-19 symptoms. |
| 10 | All pupils who live with a person who is Clinically Extremely Vulnerable should have online lessons from home if possible, if they do attend music centre then stringent social distancing must be adhered to. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Criteria communicated to parents/carers and the need for their children not to attend where someone they live with is Clinically Extremely Vulnerable (including the sharing of this risk assessment). If however, any parent wishes their child to attend Music Centre, then parents must have a discussion with a senior manager at the Music Service. |
| 11 | All Clinically Vulnerable pupils should follow medical advice for their individual circumstances. (NB if a child lives with a person who is Clinically Vulnerable they can attend the music centre) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Parents must notify Music Centre of any child who may be deemed clinically vulnerable as defined by the government. They must seek medical advice for their individual circumstances and notify Music Service. |

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| 12 | All pupils, or persons within their household that have COVID 19 symptoms should not attend Music Service / Centre until they can be tested. If test is negative they can return to Music Centre. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Parents are reminded of this requirement. If a parent reports a sickness the office staff will establish the symptoms and advise accordingly.</p> <p>All children who have COVID-19 symptoms or persons within their household who do, will be asked to attend a testing centre immediately and will not be allowed to attend Music Centre until a) the test returns negative, or b) in the event of a positive test, they have fully recovered and completed the allotted period of self-isolation.</p> |
| 13 | We provide the option of online lessons for all pupils who are registered for lessons but are not able to attend Music Centre. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Children will be offered usual face to face instrumental lessons. These will begin to be phased in from April 19th 2021. Please see Appendix 1 for additional information about specific instruments.</p> <p>If staff are absent we will either cancel and rearrange lessons, arrange for them to take place online, or cover with a different member of staff.</p> |
| 14 | The maximum number of pupils in any one room will depend on the room size, and the instruments being played. This is documented in the Building Risk assessment and the additional information for instruments in Appendix 1 at the end of this document. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ensembles will be divided into small group rehearsals and will follow the instrument specific guidance. The general rule is that the distance between staff and pupil is 3 metres, and between pupils is 2 metres. The maximum group size is dependent on the room size and ventilation available. |

Our Music Centre Site – The Claremont Centre

| Capacity & Access | | | | | |
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| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
| 15 | <p>Designated Entrance and Exit Points to the Building. All pupils and staff will enter via the main entrance. Our supervisory assistants will sign in the pupils so they are not using the same pen.</p> <p>There will be marked waiting posts 2m apart at the front entrance and the supervisory assistant at the front door will manage the entry of pupils.</p> <p>All pupils and staff will exit the building via the door at the back of the building, following the one-way system. There will be an additional supervisory assistant who will manage the exit of pupils. The supervisory assistant will sign out pupils so they are not using the same pen.</p> <p>When pupils have finished their lessons and arrive by the exit door, they will stand on spots ensuring 2m distancing and their exit will be managed by the supervisory assistant.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Entrances and exits to and from Music Centre will be:</p> <ul style="list-style-type: none"> • Main Entrance – All pupils and staff will enter at the main entrance / door. • Back door – All pupils and staff will exit at the back door of the building <p>Entrance and exit points to Music Centre will be staffed to: assist in social distancing; to ensure the safeguarding of pupils and staff; and to promote the efficiency of the systems in place.</p> <p>A phased return for pupils to Music Centre will begin 19th April for lessons only, followed by adapted ensemble provision, including online provision.</p> <p>A rota will be in place to ensure that there are 3 members of music service staff managing the flow of children in and out of the building.</p> |
| 16 | <p>One way systems will be followed in the Claremont Centre by all staff and pupils.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Signs will be posted around the Claremont Centre to indicate direction of flow. Staircase set one will be for going up only, staircase 2 for coming down. This is clearly indicated on the Claremont Centre floor plan. A video of the building and the route to follow will be sent to pupils and parents prior to their arrival so they are clear about the route they will take to their lessons.</p> |

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| <p>17</p> | <p>Develop, share and display drop off/ collection protocols e.g. one-way system and one parent/carer only to drop off/ collect child.</p> | <p><input checked="" type="checkbox"/></p> | <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> | <p>After receiving your child's entry and exit times:</p> <ul style="list-style-type: none"> • You must adhere to your given timeslot that will be given to you for drop off and pick up. • Parents will wait with their child until they are instructed to enter the building by the support staff managing entry and exit. Children will be signed into the building by the Music Service support staff. • Parents are asked to wait socially distanced at the back door to collect their child. • Regardless of weather conditions, systems will remain in place until further notice. <p>This system is in place to ensure that parents keep socially distanced at all times.</p> <p>Parents / Carers will not be permitted entry into the Claremont Centre.</p> |
| <p>18</p> | <p>Restrictions on access to Music Centre by third parties (parents, members of the public, visitors etc).</p> | <p><input checked="" type="checkbox"/></p> | <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> | <p>If parents need to communicate with the Music Service, please telephone or email the centre on music.service@trafford.gov.uk or 0161 911 8659/ 8689</p> <p>Due to the size restrictions in the foyer of the Music Centre, we will no longer be allowing parents to enter for queries during music Centre running times 330pm – 9pm each evening and 9- 12.30 on a Saturday.</p> <p>Instrument collections and drop off and other face to face parental enquiries must be done between 9am and 3pm by appointment only as the Claremont Centre has limited opening during the day.</p> <p>Other visitors e.g. contractors necessary for safety checks and essential maintenance report to the main</p> |

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| 19 | Rota systems | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Once face to face lessons are re-established we will be offering pupils who come to the Claremont Centre for ensembles to come for a shorter length of time so that we can split rehearsals and maintain social distancing on a rotated system in addition to our online ensemble provision which will continue through the summer term. |
| Physical / Social Distancing in the Building | | | | | |
| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
| 20 | Teaching spaces will have markers to indicate 2m and 3m distance between pupil and teacher. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Pupils will be made aware of the need to keep their distance from their teacher, and other pupils. Information will be sent to pupils prior to them returning to the Claremont Centre. A video demonstrating distancing requirements will be sent to pupils prior to returning to the Claremont centre. |
| 21 | Social distancing and face coverings message is re-enforced to staff and pupils at regular intervals. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Children will be instructed on social distancing regularly. Markers will be in place to make it clear where to stand. Pupils will not enter teaching rooms until instructed by their tutor. They will wait on allocated markers outside the classroom. Posters highlighting social distancing rules will be placed around Music Centre. The official government guidance states that “brief, transitory contact, such as passing in a corridor, is low |

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| | | | | | <p>risk". However, we have maintained a one-way system within the Music Centre building to mitigate this risk.</p> <p>Children under 11 are not asked to wear masks but are welcome to do so should parents wish.</p> <p>Secondary age pupils are required to wear masks when in corridors but not in lessons unless exempt.</p> <p>All staff are required to wear masks in the corridors and shared spaced unless exempt.</p> <p>All pupils and staff will be required to stand/sit (once in their classroom) on markers which will be measured and stuck to the floor in each room.</p> |
| 22 | Reduced movement around Music Centre | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Pupils are encouraged only to be in the building for their allotted time and where possible use the toilet before attending Music Centre.</p> <p>The Music Centre now has a one-way system in place where children keep to the left of the space. The first set of stairs is to go up, and the second set to come down.</p> <p>Identified areas where children might potentially be in close proximity, such as toilets, will be managed internally and safety procedures put into place. There will be a one in and one out rule that children will be briefed on and signage will support. Pupils will be required to wash their hands upon entry and exit to the toilets.</p> |

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| 23 | Stagger the use and limit the occupancy of staff room and offices by employees. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>The staffroom will be timetabled for use and this will be strictly adhered to by all staff. There will be a maximum occupancy sign on the door which must be adhered to.</p> <p>The office will be reorganised to enable staff to work at a safe distance from each other and home working will continue where possible from April to September.</p> <p>Photocopier will be wiped down before and after use.</p> <p>During music centre operating hours the staff room will not be available for staff to use as will be assigned as a teaching space.</p> |
| 24 | The downstairs kitchen will operate a one in one out system. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Anyone using the downstairs kitchen must comply with one in one out measures as it is not large enough for more than one person in at a time</p> <p>Signage will be placed on the door and staff will be briefed.</p> |
| 25 | External lettings of the building will be on hold | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Cleaning will take place each morning Monday to Friday and Saturday mornings. Lettings will be limited until September while we phase Music Centre back.</p> |
| 26 | Non-essential repair / contracted works in buildings to be carried outside Music Centre hours | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <p>We are not planning any non-essential works but should these be required we will try to have them carried out outside of music centre hours.</p> |
| | <p>Additional information regarding safe use of space to detailed below.</p> <p>N/A</p> | | | | |

Infection Control, Cleaning and Hygiene Arrangements

| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
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| 27 | Staff and/or pupils who are experiencing symptoms associated with COVID-19 are instructed not to attend the school/ setting and to refer to current advice and guidance | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Staff and parents/carers are reminded of this requirement. Please refer to reference 8 - 13 for further details. |
| 28 | Staff who experience symptoms as above whilst at work should immediately go home and follow the guidance set out above. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Staff are reminded of this requirement. Please refer to reference 8 – 13 for further details. |
| 29 | Pupils who experience COVID-19 symptoms should be collected from Music centre as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site. If a pupil needs direct personal care until they can return home, staff should wear the appropriate PPE. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Children who experience COVID-19 symptoms would be cared for by the duty manager, outside the Music Centre building (in good weather) or the Medical Room (C12) until a parent or carer arrives. Parents will collect them from the back door, and pupil will be accompanied in exiting through the fire door. Our supervisory assistant would then sign them out. What happens if someone becomes unwell in our Music Centre? If anyone in our Music Centre becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), their parents/carers will be contacted to collect their child and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance . If the child needs to go to the bathroom while waiting to be collected, they should use disabled toilet. This toilet |

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| | | | | <p>will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE will be worn by the senior staff member caring for the child while they await collection where a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency, 999 will be called if they are seriously ill or injured or their life is at risk. We will not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone with symptoms, they will not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive.</p> <p>They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the <u>COVID-19: cleaning of non-healthcare settings guidance</u>.</p> <p>What happens if there is a confirmed case of coronavirus in a setting?</p> <p>When a child or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 10 days. All staff and pupils who are attending school will have access to a test if they display symptoms of coronavirus, and will be</p> |
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| | | | | | <p>told to get tested immediately and to inform school of the subsequent outcome.</p> <p>Where the child or staff member tests negative, they can return to Music Centre if they no longer display COVID-19 related symptoms.</p> |
| 30 | <p>Provision of hand-washing / hand-hygiene facilities at entrance and in main hall.</p> <p>Provision of Anti bac wipes in all teaching rooms to wipe instruments and particularly pianos after use.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Wall mounted hand sanitizers are available at the entrances to Music Centre outlined in reference 13 above. They will also be available in the Main Hall, the corridor upstairs and by the toilets.</p> <p>All teaching spaces have a hand sanitiser dispenser, anti bac wipes for pianos etc. and gloves. All pupils may bring their own hand sanitiser. Additional measures for specific instruments will be adhered to in relation to hygiene – see appendix 1.</p> |
| 31 | <p>All staff and pupils are encouraged to regularly wash their hands with soap and water, especially prior to arrival at Music Centre. On arrival at the Music Centre, pupils will be asked to sanitise in the foyer. On exit pupils will be asked to sanitise their hands in the foyer.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>All children will be asked to wash their hands with soap and water prior to setting off for the Claremont Centre. They will then be asked to hand sanitise on entry to and prior to exit from Music Centre. Children will be encouraged to use the toilet before coming to the Centre, if using the toilets at the Centre they should wash their hands on entry and exit of the toilets. Hand sanitiser is available throughout the Centre and pupils will be asked to sanitise on entering and exiting teaching rooms. They are also encouraged to practise good respiratory hygiene, involving washing hands after sneezes or coughs.</p> <p>Teachers are advised to wash their hands before and after handling any materials shared with pupils, in</p> |

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| | | | | | <p>addition to washing on entry, prior to exit, after toileting, after sneezing or coughing, etc.</p> <p>Pupils may bring to Music Centre their own packet of paper tissues for personal use and their own pocket hand sanitiser.</p> |
| 32 | Remove unnecessary items from classrooms and foyer | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All furniture will be removed from the foyer, all unnecessary items of furniture removed from classrooms and stored in the annexe. |
| 33 | Sharing of pencils/ pens and other items of stationery is avoided where possible. (Pupils have their own stationery in their own pencil case). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All children will have their personal items of stationery and items of essential equipment. |
| 34 | Sharing of instruments is prohibited. Emptying of instruments (water) follows strict safety procedures. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All children and teachers will use their own instruments at all times. Instruments that require emptying will be emptied onto a paper towel and this will be binned immediately in the lidded bin. |
| 35 | Equipment that may need to be shared (laminators, guillotines, items of equipment used in the class that will be then used by someone else, etc.) should be cleaned and sanitised after use. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Cleaning materials with appropriate PPE are available throughout Music Centre to allow for the cleaning of shared resources between use. Employees clean items after use.</p> <p>This will be shared with all staff as it will be the responsibility of all staff to have a role in this operation.</p> <p>Cleaning items are also available in the main office.</p> <p>Signage in these areas are to remind staff of the need to clean equipment after use.</p> |
| 36 | All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>'Catch it, Kill it, Bin it' will be discussed with pupils regularly and posters displayed around Centre.</p> <p>Tissues are available in each room and all children have been encouraged to bring in tissues from home for their own personal use.</p> |

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| 37 | Additional lidded bins and increased emptying / replacement are provided / in-place. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Additional lidded bins are now in each classroom. Bins will be emptied each morning by the cleaner. |
| 38 | All working areas within the building should be well-ventilated (Windows open) where safe and appropriate to do so. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Internal teaching room doors will remain closed during teaching hours due to sound transfer, windows will remain open. |
| 39 | Increased frequency of cleaning of communal areas and locations / high contact points <ul style="list-style-type: none"> • Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Printers/ Photocopiers | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | There is now an increased frequency of cleaning of communal areas and high contact points. This will be carried out by staff on a rota each evening. The correct cleaning equipment and any associated PPE will always be available. Tutors will wipe door handles as each pupil leaves. |
| 40 | If staff bring in their own food this should be food which does not require heating or additional preparation in kitchen / canteen/ staff room areas. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If staff choose, at their own risk, to use the microwave oven or toaster in the staffroom, then they must clean the surfaces of these items immediately after use. |
| 41 | Use of kitchen areas to be limited to preparation of hot drinks, cleaning of cups / mugs etc. Employees to use own / designated cup or mug. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Staff must bring their own mug with a lid on. All mugs will be removed from the kitchen and stored in Caretaker office. |
| 42 | Employees to store, where possible, coats, bags on the back of their chairs and bags safely under their desks. They will not use communal coat racks. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Remove coat rack to Annexe |
| 43 | Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example, in the form of posters, written guidance and videos clips etc. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>Hand-Washing Guidance</u> <u>Hand-Washing Video</u> <u>Hand-Washing Poster</u> |

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| 44 | Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Office staff have been instructed to wash hands more frequently. |
| 45 | Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to refill when running low | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Toilet inspections will take place in the morning by the cleaner and then in the evening the children's toilets will be inspected by the supervisory assistant. |
| 46 | Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Contractors will only need to enter areas of the Centre which require maintenance. Contractors are reminded to wash their hands before entering and exiting school and 'Catch it, Kill it, Bin it'. |
| Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below) | | | | | |
| N/A | | | | | |

Key Roles and Responsibilities

| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
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| 47 | Sufficient staffing / resources are in place to maintain the security of the building and its occupants. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A phased return of pupils will help to manage this. The Claremont Centre opening will be phased to ensure effective management of a safe return. |
| 48 | Sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene (including their replenishment). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Consumables are maintained and ordered by the cleaner. Cleaning is provided by Trafford Cleaning Services who are responsible for ensuring cleaner staffing levels. Cleaning has been increased from 3 times a week to 6 times per week. |
| 49 | Sufficient numbers of trained staff are in place to provide Emergency First Aid. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | There are at least five named First Aiders all of which are also paediatric First Aid trained. There is another first aid course booked in June training an additional 12 members of staff. |
| 50 | Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A fire drill will be conducted i summer term 2021. This will be an alarm sounded and then a walk through the process one at a time. The duty manager will go around the building and let staff know their turn to exit. One way systems will be ignored for the fire drill. |

| Statutory Premises Compliance and Maintenance | | | | | |
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| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
| 51 | PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> • Fire Alarm and Detection • Powered Doors / Gates • Legionella and Water Testing • Electrical Safety • Gas Safety • PAT Testing • Asbestos Management | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Our maintenance is managed by Trafford Service Level Agreements. All safety checks and maintenance are currently up to date. |
| 52 | Defect Reporting arrangements are in place. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All staff are aware to report defects to the Head of Service either via the weekly SLT meeting, the Admin agenda or by email. Where the Head of Service is on leave the other duty managers should be contacted. |
| | Additional Statutory Compliance and Maintenance issues. | | | | |
| | None | | | | |

| Any Additional Information and Control Measures (Detail Below) |
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| This risk assessment will be reviewed on a monthly basis or as sooner, if required. |

Trafford Music Service Risk assessment, Reopening 19th April 2021.

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| Approved by (Head Teacher/ Chair of Governors) | Yes Yes | Date of Approval | March 2021 |
| Date Provided to Unions | The points raised in this risk assessment have been seen by all Union representatives in Trafford and discussed at Director of Education level. | Date of Review | Monthly from April 2021 |
| Date shared with all staff | 31.03.2021 | | |
| Date shared with Parents/Carers | | Date shared with LA | 31.03.2021 |

Appendix 1: Additional information for specific instruments

Additional information for brass and woodwind players

- Brass players are asked to attend Music Centre with their own supply of paper towels / tissues onto which they should let out condensation (water). Players should after use, put their used tissues and place in a designated lidded bin on their way out. Supplies of tissues will be available if anyone forgets to bring their own.
- Woodwind players should use 'pull through' cleaners at home and not in the lesson room. Oboe and Bassoon players should bring their own water in a small pot for reed soaking where necessary. Oboe players who habitually 'blow out reeds' after playing should use the guidance above for brass condensation and bring tissue / paper towels and nappy bags.

Additional information for guitarists

Staff will avoid handling student instruments wherever possible and will use necessary mitigations when they have to. It will be very helpful if students were able to (with teacher guidance) tune their own guitars. Therefore a clip on electronic tuner would be very helpful. These are less than £10.00. An example is here: https://www.amazon.co.uk/Donner-Chromatic-Digital-Acoustic-guitars/dp/B00YP0VXVG/ref=sr_1_5?dchild=1&keywords=guitar+tuner&qid=1598022242&sr=8-5

Additional information for percussion and rhythm section players (piano, drumkit, percussion)

When using equipment provided by the service, it will be necessary for players to wipe down surfaces (keyboards, drum heads, large beaters, amplifier controls, carry handles) when they have finished using the equipment and before it is put back in storage. Appropriate wipes will be provided in lessons for this. Percussion tutors will guide pupils as to how and when this needs to be carried out during lessons. Percussionists may be limited to the instruments they can play in any one lesson and again, our teachers will organise this as necessary.

All students who need to use drum sticks are asked to bring their own to the Music Centre.

Additional information for orchestral string players (violin, viola, cello, double bass)

Staff will avoid handling student instruments wherever possible and will use necessary mitigations when they must. This might include using disposable gloves should individual instruments need tuning or handling by an adult. Different gloves will be used for each instrument that needs to be handled to avoid potential for cross-contamination of instruments.