MANOR HOUSE BOOKHAM EST.1920

Risk Assessment Overview

Details	
School: Manor House School	**Department:** Music

Risk Assessment Title:
Instrumental/LAMDA Teaching in Drama Studio, Music Room and Meadow Cottage Protective Measures Risk Assessment (to be used in conjunction with the Protective Measures Risk Assessment)

Who is at Risk?	
People at Direct Risk: Staff (including VMTs) and students	**Other People Who Could be Affected:**

Summary of Risk			
What is your assessment of the risk <u>before</u> the ACTION PLAN is completed?:	☒ **High risk**	☐ **Medium risk**	☐ **Low risk**
What will the level of risk be <u>after</u> the ACTION PLAN is completed?:	☐ **High risk**	☐ **Medium risk**	☒ **Low risk**

Note : if the risk is still classified as 'High', even if you were to complete the action plan, then the hazard should be neutralised immediately (e.g. by stopping the activity or making the area safe) and the school safety co-ordinator and the relevant manager should be informed.

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Assessment and Action Plan

What are the hazards	What might happen?	Controls	Control in Place? Yes	No	N/A	ACTION PLAN If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Unclean hands	Spread of virus	• All students and VMTs to wash hands in Meadow Cottage or HE toilets (as appropriate) before lessons and use hand sanitiser. • All students and VMTs to wash hands at end of lessons (for students this will be in toilets nearest classroom.)	☒	☐	☐		

What are the hazards	What might happen?	Controls	Control in Place? Yes	No	N/A	ACTION PLAN If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Unclean resources	Spread of virus	• Students to only use their books. No sharing of resources that will be handled and can't be wiped clean. • Students and VMTs to only use and touch their own instruments/sticks. • Students to bring their own 3m lead headphones to drum lessons.	☒	☐	☐		

What are the hazards	What might happen?	Controls	Control in Place? Yes	No	N/A	ACTION PLAN If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Unclean resources continued	Spread of virus	• Pianos and drum kit and music stands to be wiped at the end of every lesson and before and after use within lessons if VMT demonstrating something. • Electronic Keyboards placed in Room 1 and 2 for piano teachers to demonstrate with rather than using the piano if possible. • Each Meadow Cottage Room to only be used by one VMT per day and cleaned every evening. JMH to clean the music room following Brass lessons • VMTs to have named board pen and rubber to use on the white boards. These should be kept in the zip lock bag with the visor and lanyard.	☒	☐	☐		

What are the hazards	What might happen?	Controls	Control in Place? Yes	No	N/A	ACTION PLAN If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Unclean resources continued	Spread of virus	• If tuning of string instruments needed then VMT to use new gloves (provided in rooms). These gloves can also be worn for marking students book and then disposed of before next student.	☒	☐	☐		

What are the hazards	What might happen?	Controls	Control in Place? Yes	No	N/A	ACTION PLAN If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Poor respiratory hygiene	Spread of virus	• 1m wide plastic screens in each teaching space to act as a barrier between student and VMT. • 2m spacing between VMT and students for Brass. • VMT to clean the student side of the screen at the end of each lesson. (wipes provided in each room) • Clarinet/Sax lessons to take place via Zoom until further notice. • Flute/Brass students to be issued with personal carpet tiles to use for spit. These will be named and kept in individual ziplock bags in the rooms. Only to be handled by students.	☒	☐	☐		

What are the hazards	What might happen?	Controls	Control in Place? Yes	No	N/A	ACTION PLAN If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Poor respiratory hygiene continued	Spread of virus	• Visors provided for each VMT and kept in named zip lock bags with lanyards. The wearing of these **is** obligatory. • Windows to be open during lessons to provide good ventilation. • Woodwind/Brass clubs to not be resumed at this time. • Strings/Vocal groups to continue with 15 or less students in the Music Room or Arcot. TBA.	☒	☐	☐		

What are the hazards	What might happen?	Controls	Control in Place? Yes	No	N/A	ACTION PLAN If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Poor social distancing	Spread of virus	• VMTs to come to the French windows by the Front Lawn to collect Prep Students • Main door to Meadow Cottage kept open to allow easy access to wash hands.	☒	☐	☐		
Coming into contact with a cross section of staff and students from different bubbles	Spread of virus	• VMTs to timetable (where possible) students in clusters according to the bubbles. • VMTs to bring packed lunch and own drinks rather than use staff room or conservatory. • VMTs to leave photocopying at reception in an envelope (provided by office) to collect the following week or emailed to the office where possible.	☒	☐	☐		

What are the hazards	What might happen?	Controls	Control in Place? Yes	No	N/A	ACTION PLAN If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Coming into contact with a cross section of staff and students from different bubbles Continued	Spread of the virus	• VMTs to use limited areas of the school: Meadow Cottage, Entrance hall to drop off photocopying, collect Prep students, drama studio and outside loo by the library. (HE loo for EH) • If students fail to come to a lesson, VMTs will **not** go in search of them.	☒	☐	☐		
Not knowing if staff are in	Injury/death in the event of a fire	• RKnowles to still check Meadow cottage rooms during fire alarm. All to congregate on front lawn as before. • All VMTs to email admin@manorhouseschool.org on arrival and departure rather than use the usual sign in book until further notice.	☒	☐	☐		

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VMT or person in VMT's household displaying COVID symptoms.	Spread of virus	• VMT to isolate at home for 10 days as per government guidelines https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection • if displaying symptoms: a new continuous cough a high temperature a loss of, or change in, your normal sense of taste or smell (anosmia) • VMT to isolate for 14 days at home if another person in their household displays symptoms.					

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Sign Off Sheet

Assessor Details:		
Assessor(s) name:	**Assessor(s) signature:**	**Date:**
Jessica Harman	J Harman	2/9/20

School safety co-ordinator to sign below to accept the assessment		
School safety co-ordinator's name:	**School safety co-ordinator's signature:**	**Date:**

A review of this risk assessment is to be undertaken annually or else if any changes occur that affect the facts given above		
Date of review:	**Reviewed by (Name):**	**Comments:**
8/9/2020	J Harman	Addition of what to do if a student does not turn up for a lesson and which toilets will be available, use of gloves, signing in and out procedures and isolation requirements.
10/9/2020	J Harman	Brass measures re-added.