



# Wiltshire Young Musicians

## COVID 19 Risk Assessment – September 2020

What are the hazards?	Who might be harmed and how?	Controls	What further action should be taken to control the risks?	Who needs to carry out the action?	When is the action needed by?
Getting or spreading coronavirus by not washing hands or not washing them adequately	WYM Staff Young Musicians Parents/Carers General Public	<ul style="list-style-type: none"> <li>Provide hand sanitiser for use on entry and exit</li> </ul>	<p>Put in place monitoring and supervision to make sure people are following controls</p> <p>Place hand sanitising stations on entry and exit</p> <p>Put signs up to remind people to use hand sanitiser/wash hands</p> <p>Provide information to WYM Staff about when to use sanitiser</p> <p>Identify how we are going to replenish hand sanitising facilities</p>	WYM Musical Director WYM Staff	
Getting or spreading coronavirus in common use high traffic areas	WYM Staff Young Musicians Parents/Carers General Public	<p>Identify:</p> <ul style="list-style-type: none"> <li>areas where people will congregate, e.g. reception</li> <li>areas where there are pinch points meaning people can't meet the social distancing rules, e.g. narrow corridors, doorways</li> </ul>	<p>Put in place monitoring and supervision to make sure people are following controls e.g. following hygiene procedures, using hand sanitiser, following one-way systems</p>	WYM Musical Director and venue 'lead' WYM Staff	

		<ul style="list-style-type: none"> <li>• areas and equipment where people will touch the same surfaces</li> <li>• areas and surfaces that are frequently touched but are difficult to clean</li> </ul> <p>Establish combination of controls</p> <ul style="list-style-type: none"> <li>• limiting the number of people in rooms so that social distancing rules can be met</li> <li>• limiting no of parents/carers aloud in the building at drop off/pick up</li> <li>• where possible use different doors for entrance and exit to create a one way system through the rehearsal room</li> <li>• leave non-fire doors open to reduce the amount of contact with doors and also potentially improve ventilation</li> <li>• provide hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, e.g. sanitiser at the entrance/exit ensemble spaces</li> <li>• put signs up to remind people to sanitise hands and not touch their faces</li> <li>• put in place cleaning regimes to make sure high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it</li> </ul>	<p>Near-miss reporting may also help identify where controls cannot be followed, or people are not doing what they should and feedback sessions with SAYM Manager</p> <p>Where there is movement ensure hand washing and masks as appropriate</p>		
Contracting or spreading the virus by not social distancing	<p>WYM Staff</p> <p>Young Musicians</p> <p>Parents/Carers</p> <p>General Public</p>	<ul style="list-style-type: none"> <li>• Identify how we can keep people apart</li> <li>• Minimum 2m distancing observed by everyone</li> <li>• Set out ensemble positions before young musicians enter</li> <li>• Teacher stands at least 3m from nearest player. More vulnerable people may consider a mask or visor.</li> <li>• One way systems</li> </ul>	<p>Monitor to ensure that social distancing rules are followed</p> <p>Provide information to the team so that they know what is expected</p>	<p>WYM Staff</p> <p>WYM Musical Director</p>	

		<ul style="list-style-type: none"> <li>• Restrict movement and contact between groups</li> <li>• Control use of toilet facilities</li> <li>• Shortening rehearsals where necessary to allow for cleaning</li> <li>• Restricting parental access at drop off and pick up</li> <li>• Minimise WYM staff contact on site</li> <li>• If a positive case is identified amongst a member who has participated in a group session then WYM will follow government guidance in place at the time and co-operate with NHS Track &amp; Trace to inform other participants if deemed necessary</li> </ul>	<p>Provide information to the young musicians so that they know what is expected</p> <p>Provide information to the parent/carers so that they know what is expected</p> <p>Signs to remind young musicians and parent/carers about social distancing</p>		
Contracting or spreading the virus through shared resources such as music stands, music, chairs etc.	WYM Staff Young Musicians	<ul style="list-style-type: none"> <li>• Ensure that there is adequate and appropriate cleaning of site and equipment before, after and between sessions</li> <li>• Ensure handwashing or sanitisation before and after sessions</li> <li>• Any shared equipment to be cleaned before passing between groups</li> </ul>		WYM Musical Director WYM Staff	
Poor venue ventilation leading to risks of coronavirus spreading	WYM Staff Young Musicians	<ul style="list-style-type: none"> <li>• Identify if additional ventilation is needed to increase air flow in any of the settings</li> <li>• Fresh air is the preferred way of ventilating settings so opening windows and doors (ensure that they are not fire doors)</li> <li>• If you need additional ventilation provide it, e.g. mechanical ventilation, desk fans, air movers etc.</li> <li>• Ask venues to switch heating ventilation and air conditioning systems to drawing in fresh air where possible, rather than recirculating air</li> </ul>		Discussion with venues WYM Staff	

Inadequate communication of procedures and requirements		<ul style="list-style-type: none"> <li>• Communicate requirements to ensemble members, parents and SAYM team</li> <li>• Add Covid-19 procedures and safety requirements to SAYM web site</li> </ul>		WYM Musical Director	
Procedures require monitoring		<ul style="list-style-type: none"> <li>• Monitor procedures weekly and document occurrence of the monitoring</li> </ul>	<p>Learn from experience and review the procedures weekly</p> <p>Update procedures as necessary</p>	WYM Musical Director and WYM Staff	
Changing circumstances		<ul style="list-style-type: none"> <li>• Monitor Government guidelines and requirements</li> <li>• Monitor change of ensemble numbers or organisation</li> </ul>		WYM Musical Director	