


COVID-19 Risk Assessment Music Centre Ensembles and Lessons

- Merton Abbey Primary School / Monday PM / Wednesday PM / Saturday AM
- Crown Lane Studio Monday PM / Tuesday PM / Wednesday PM / Thursday PM (to be read in conjunction with the [studio's own risk assessments](#)).

This document has been created in-consultation with current Government and industry guidance and research:

- [Music Unlocked Guidance](#)
- [Guidance for Out of School Settings](#)
- [Guidance for Full Opening of Schools](#)
- [Health & Safety Executive: Managing Risks and Risk Assessment at Work](#)

Document Version:	2 (please note the latest updates in purple. Mitigations that no longer apply have been struck through).		
Date of Assessment:	15/09/2021		
Review Date (max 1 year):	Jan 2022		
Venue: <i>(Please state if secondary or primary)</i>	Merton Music Centre, South Wimbledon, Saturday Music School, Wimbledon College, Soundwave, Mitcham & MMF Percussion @ Crown Lane Studio		
Document Owner:	David Rees	Date Approved:	15/09/2021
Signed:			

Description of Activity:

Rehearsals of groups, ensembles and choirs and the provision of individual instrumental tuition outside of school hours at Merton Music Centre, Merton Abbey Primary School, SW19.

Individual instrumental tuition outside of school hours at Saturday Music School, Wimbledon College, SW19 4NS.

Rehearsals of percussion ensembles and the provision of individual instrumental tuition outside of school hours at Crown Lane Studio, Morden, SM4 5BL.

Group music technology, shared DJ lessons, & individual instrumental tuition at Soundwave, The Annex, The Sherwood School, CR4 1JP

Control Measures

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who is responsible for carrying out this action?	When is the action needed by?	Done
Tutor / Pupil (or a member of their household) with COVID Symptoms and/or a Positive COVID Test						
<p>Airborne or surface transmission of COVID-19 by tutor or pupil with symptoms and/or a positive test or who lives in the same household with someone who has received a positive test</p>	<p>MMF Staff, Tutors, Pupils, Parents</p>	<p>Clear messaging to be sent out to parents/tutors not to attend Music Centre if displaying COVID symptoms.</p> <p>In the event that the tutor or a member of their household develops any COVID symptoms, government advice must be followed regarding testing and self-isolation.</p> <p>Upon receiving a positive test, tutors must notify MMF immediately to enable contact tracing.</p> <p>If a pupil displays any COVID symptoms during a rehearsal/lesson (a new continuous cough, a high temperature or a loss or change of sense of taste or smell), tutor to notify senior MMF staff and limit contact between the pupil and other members of the Music Centre community. <i>If the tutor has been closer than 2 metres to this pupil for 15 minutes or more, they may be required self-isolate for 10 days, in-line with government guidance</i></p> <p>Parents are to be made aware of the need to notify MMF leadership if their child develops COVID symptoms after having attended a Music Centre lesson or rehearsal.</p>	<p>Pupils with symptoms and/or a positive test result should follow the school's process and government guidance. Tutors should tell pupils not to attend in-person lessons if they or a member of their household are displaying symptoms of COVID-19.</p> <p><i>*pupils should now continue to attend school if a member of their household has tested positive for COVID-19</i></p> <p><i>Self-isolation rules have changed – there are exemptions for those that are fully vaccinated or who are unable to get vaccinated due to medical reasons.</i></p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</p>	<p>Tutor, MMF Leadership</p>	<p>Ongoing</p>	

Travelling to/from the centre

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who is responsible for carrying out this action?	When is the action needed by?	Done
Airborne Transmission of COVID-19 in transit to/from school/venue	Staff, tutors, members of the public	Staff/tutors to adhere to 2-metre social distancing with people outside of their household/bubble (or 1 metre plus additional mitigations e.g. face mask) at all times in transit to/from the Music Centre.		All Staff	Ongoing	
		Wherever practicable, staff/tutors to travel by walking/cycling or for longer journeys by private vehicle rather than on public transport.		All Staff	Ongoing	
		If public transport is necessary, staff/tutors must adhere to the government guidance of wearing a face mask, unless they are medically exempt.		All Staff	Ongoing	
		Staff/tutors to be encouraged to adhere to NHS 'catch it, kill it, bin it' approach to respiratory hygiene.	Staff/tutors to carry tissues at all times whilst engaged in MMF activity in case of the need to sneeze or cough.	All Staff or	Ongoing	
Surface transmission of COVID-19 in transit to/from school/venue	Staff/tutors, members of the public	Staff/tutors to be encouraged to carry an alcohol-based hand sanitiser (minimum 70% alcohol) at all times and use regularly during transit, including before and after touching communal surfaces (e.g. handles, ticket machines etc).		All Staff	Ongoing	
		Staff/tutors to limit touching of own face (nose, eyes, ears, mouth).		All Staff	Ongoing	

Pre-Arrival						
What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who is responsible for carrying out this action?	When is the action needed by?	Done
Transmission of COVID-19 (Airborne / Surface)	MMF staff, tutors and pupils	All Music Centre staff to participate in twice weekly rapid LFD self-testing and to report results via NHS Track & Trace. A positive test result should be confirmed by a pre-booked PCR test and MMF leadership must be notified.		All Staff	Twice Weekly during teaching term	
Transmission of COVID-19 (Airborne / Surface)	MMF staff, tutors and pupils	<p>Pupils to be grouped in 'bubbles' of no more than 15.</p> <p>Max Capacity by Room:</p> <ul style="list-style-type: none"> • The Church: • Main Hall: 2 bubbles comprising of up to 25 pupils + 4 staff in total can occupy the main hall with separation and separate ingress/egress points • Studio: Max 15 pupils + 2 staff (pupils standing) • Classrooms: Max 10-12 pupils + 2 staff, dependent on room size • Chatham Store: 1 pupil, 1 staff <p>Maximum group sizes no longer apply, but efforts should still be made to minimise the number of contacts each attendee has and to ensure as much distancing as feasible during rehearsals.</p> <p>Signage to be displayed at entry/exit and around site, near to teaching rooms reminding visitors and staff to socially distance and wear a face covering Group registers to be maintained and updated immediately to enable contact tracing.</p>	<p>Ingress/egress plan to be in place in order to minimise large groups congregating.</p> <p>Communication of COVID processes in advance to parents/guardians via email and on website.</p> <p>Additional Stewarding Requirements:</p> <p style="padding-left: 40px;">Mondays – 1 steward (or Lead Staff)</p> <p style="padding-left: 40px;">Wednesdays – 1 steward</p> <p style="padding-left: 40px;">Saturdays – 2 stewards</p>	MMF Leadership	Before rehearsals commence	

		<p>Hand sanitiser and antiviral spray to be made readily available throughout the site and at all entry/exit points.</p> <p>Lead MC staff/MMF SLT and MC stewards to act as 'wardens' ensuring distancing & hygiene protocols are followed.</p> <p>Toilets allocated by bubble to minimise risk.</p>	<p>Toilets to be cleaned before and after use.</p>			
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Upon Arrival / Communal Areas / Departure						
What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who is responsible for carrying out this action?	When is the action needed by?	Done
Airborne transmission of COVID-19 in communal areas	Staff/tutors, and pupils	All staff and pupils are encouraged to wear a face mask upon arrival at the Music Centre and at all times whilst moving around communal areas until seated in place for lesson/rehearsal. Face coverings must be worn in accordance with Gov.uk guidance for ‘How to Wear a Face Covering’ No parents/guardians to be admitted onto site.		MMF Staff, Tutors	Ongoing	
Surface transmission of COVID-19 in communal areas	Staff/tutors, and pupils	Enhanced hand washing must always be in force. Regular hand washing with soap and water for a minimum of 20 seconds throughout the day or the use of alcohol-based hand sanitiser (min 70% alcohol) if hand washing facilities aren't available. Staff and pupils to wash or sanitise hands upon arrival at the Music Centre and before/after touching any shared surfaces/objects (e.g. door handle, sign-in screen) and before leaving the site One-way system in operation with relevant signage throughout site. Use of designated entry and exit routes for all groups including routing for both pedestrian and vehicle entrance/exit (Merton Abbey).	Sub-group ‘bubbles’ to be used when positioning members of Young Voices choirs (Merton Abbey Pri) in order to enable these pupils to attend a second ensemble after the choir rehearsal.	MMF staff, tutors	Ongoing	

During Rehearsals / The Teaching Room						
What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who is responsible for carrying out this action?	When is the action needed by?	Done
Airborne transmission of COVID-19 in the teaching room	Tutor and pupils	<p>Teaching room must be large enough to accommodate 2-metre distancing by all in attendance.</p> <p>2-metre distancing to be enforced at all times</p> <p>Social distancing to be enforced in all communal areas and pupils to distance as much as is feasible during all rehearsals.</p>	If/when possible, lessons/rehearsals or portions thereof (e.g. singing activities) could take place outside, weather permitting. The risks of airborne transmission are significantly reduced outside.	All staff	Ongoing	
		The room must be adequately ventilated. Ideally this will mean air conditioning using non-recycled air, however this may not be practicable. Therefore, a gentle through- breeze would be preferable. If a window is available this should be left open and it may be necessary to prop the door ajar. Fans that recirculate stale air should not be used.		Tutor, MMF Leadership	Before teaching can begin	
		Wherever practical during rehearsals/lessons staff should consider the use of a face mask and encourage pupils to do the same in order to limit the amount of bioaerosols being spread into the room.	A face shield should also be considered for use in conjunction with a face mask when teaching or in close contact with others.	All staff	Ongoing	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who is responsible for carrying out this action?	When is the action needed by?	Done
Airborne transmission of COVID-19 in the teaching room	Tutor and pupils	Adequate time should be left between groups to allow for the room to be 'aired' (with the door/window open and tutor ideally out of the room). The amount of time needed will correlate with the size of the teaching space and group – as much time as is feasible should be allowed.	Rehearsal times to be shortened to accommodate airing.	Tutors, MMF Leadership	Ongoing	
		Tutor and pupils should not be sat face-to-face. Pupils sat side to side is recommended, with the tutor 'teaching from the side'; however instrument-specific consideration should be given to the positioning within the room (particularly for wind and brass instruments and especially for flute teaching).	The use of a plexiglass screen directly between the tutor and pupils may be considered particularly in smaller rooms or with larger groups or where distancing is challenging, or for woodwind, brass and singing activities. However, it is important to note that a screen will have limited impact on the build-up of bioaerosols in the teaching space, therefore ventilation and room size are more important mitigations. If used, this must be wiped down with household cleaning products in conjunction with hand hygiene between every lesson/group.	Tutor	Ongoing	
Surface transmission of COVID-19 in the teaching room	Tutor and pupils	Tutor and pupils to wash hands before and after every lesson/rehearsal (with soap and water for a minimum of 20 seconds, 70%+ alcohol-based hand sanitiser may be used if hand washing facilities are unavailable).	If possible, and with the exception of fire doors, the teaching room door should be propped open to minimise the need for tutor/pupil to touch shared surfaces. If it is necessary to close the door (e.g. for noise reasons), hand sanitisation should take place before and after touching the handle.	Tutor	Ongoing	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who is responsible for carrying out this action?	When is the action needed by?	Done
Surface transmission of COVID-19 in the teaching room	Tutor and pupils	Instruments and resources including music stands should not be shared between staff and pupils or between different pupils without first being sanitised. Mouth blown instruments must never be shared by others.	Tutor should bring as few items as possible to Music Centre and MMF leadership should encourage pupils to bring minimal essential equipment to their lessons/rehearsals in order to help mitigate the risks of transmission.	Tutors	Before teaching can begin	
		Tutors and pupils should not come into physical contact and limit contact with their instruments/equipment. Alternative methods of supporting pupils with finger positioning/instrumental technique or grip should be used. If a pupil's instrument requires repair or tuning, every effort should be made to facilitate the pupil to do this themselves via verbal instruction and visual demonstrations. Where the tutor's intervention is absolutely necessary, consideration will need to be given to hand and surface sanitising and distancing between staff/pupils.		Tutors	Ongoing	
		Staff/tutors will not lend music, books, equipment etc to a pupil (or vice versa).		Staff/tutors	Ongoing	

Additional Instrument-Specific Mitigations

During Lessons / The Teaching Room						
What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who is responsible for carrying out this action?	When is the action needed by?	Done
Airborne Transmission of COVID-19	Tutor, pupils, MMF staff	<p>Singing/chanting should be restricted to a moderate volume with pupils distancing from one another as much as is feasible and ideally by 2 metres. Requirement to distance should not impede access to singing where space is limited. Adequate ventilation should be ensured ideally; outdoors. The maximum safe group size will be dependent on the size of the room.</p> <p>Singing, wind and brass: Pupils should not be arranged face-to-face; side-to-side or back-to-back positioning will limit the risk of airborne transmission.</p> <p>The group leader and any other adults should avoid positioning themselves directly in front of pupils that are singing. A 3 metre + distance would ideally be maintained by the group leader and pupils when singing. Standing to the side of the group will also limit the risk of airborne transmission.</p> <p>Particular care must be taken in the positioning of wind and brass players, especially flute and trombone. Additional space should be left in front of these players where possible.</p>	<p>Care should be taken to mitigate the risks of venting water keys from brass/woodwind instruments. Pupils to be asked to bring their own towels for this purpose and sanitising spray/wipes to be available as needed.</p> <p>Wipes/tissues should be disposed of into general waste bags/bins which are sealed at the end of the session.</p>	Staff/tutors	Ongoing	

Residual Risk Rating

How likely is the activity to result in actual harm (1-5)?	
	3
How severe would the consequences be (1-5)?	
	2
Risk rating (likelihood x severity)	6

Likelihood	more	5					
		4					
		3		x			
		2					
	less	1					
			1	2	3	4	5
			better		worse		
			Severity				

Risk rating:	1-6	Green	Monitor to ensure control measures are implemented consistently and that the rating remains valid.
	8-12	Amber	Try to identify additional controls to reduce the risk. Ensure that control measures are implemented consistently and look to improve by the next review.
	15-25	Red	Cease this activity until additional controls can be put in place to manage the risk.