

**NCYM Risk Assessment COVID19 Social Distancing
September 2020**

Title of risk assessment	COVID-19 Return to Face to Face Teaching	Date of Assessment	21 July 2020
Name of Assessor	Juliet Rickard and Nikki Shepperd	Location	CNS School
Who may be affected?	Staff, Pupils, Visitors and Contractors		
Description of activities	Return to small ensemble sessions on Saturday mornings		
Additional Guidance used for this risk assessment	UK Association for Music Education — Music Mark https://www.musicmark.org.uk		

Hazards	Who can be harmed	Existing Controls and Working Practices	Estimated Risk following controls (S x L = Total)			Additional Control Measures	Actions (Who, Due Date)
			Severity	Likelihood	Total		
Classrooms and Groups	Staff and pupils	<ul style="list-style-type: none"> Groups are created to an appropriate size in proportion to the classrooms and limited to 15 students Guidelines for spacing of students as follows: Wind = 3m Brass = 3m Strings, Percussion & any other 'non-blowing' instruments = 2m Singers = 3m behind and to the sides Singers = 6m directly in front 					

		<ul style="list-style-type: none"> • Pupils remain in three groups and contact is avoided between each bubble • Classrooms are arranged so all students face forward, • Staff to socially distance to 2 meters from students where possible generally at the front of the class. • Staff avoid close face to face contact and minimise time spent within 1 metre of anyone. This will be assessed on an individual basis for those who have complex needs. • Unnecessary furniture moved out of the classroom to provide more space. • Pupils are given regular reminders about the importance of social distancing and are reminded this still must take place where possible. • Biometrics, to be avoided and alternative used where possible. • Tutors clearly set out at the consequences for poor behaviour and deliberately breaking the rules and how they will enforce those rules including any sanctions. This is reinforced by tutors and included through letters of communication to parents. 					
--	--	---	--	--	--	--	--

<p>Policies and procedures</p>	<p>Staff/pupils</p>	<p>All NCYM tutors and pastoral staff will receive updated information on:</p> <ul style="list-style-type: none"> • a fire drill/lockdown. • the most up to date guidance from PHE and the DFE. • procedures, so they are aware of what to do if NCYM or CNS school has a confirmed case of covid 19. • information on NHS test and trace service • NCYM will identify 2 members of staff (Head and Deputy Head of Centre) to be responsible for coordinating the COVID-19 response and any actions. • All staff must be aware of the Covid 19 Response procedure. • Pupils to be reminded regularly about Covid 19 social distancing and the importance of handwashing. • Staff receive refresher induction training at their staff meeting on Saturday 19th September and revisit policies which include. <ul style="list-style-type: none"> H&S policy, Infection control guidance Safeguarding Lockdown procedure Fire policy PEEPS are in place for those who need assistance leaving the building in an emergency. 					
---------------------------------------	---------------------	--	--	--	--	--	--

<p>Reception Area in the Arc</p> <p>Staff pupils and visitors</p> <p>Fire Drill</p> <p>Communal areas</p>	<p>Staff pupils and visitors</p>	<ul style="list-style-type: none"> • Visitor reception has a screen in place to protect staff Visitors/parents are advised that any access requests are by appointment only • Social distancing markers located in the reception area. Hand sanitisation station is prominent in reception • Masks to be provided for pastoral staff and any visitors • Fire plans are updated to ensure staff & pupils assemble in bubbles • Staff and pupils are updated with new fire arrangements • Social distancing signs and marking are still visible throughout communal areas. • Staff adhere to social distancing and in some cases a rota is in place to avoid area becoming congested. • Pupil flow in corridors and use of communal areas to be restricted to social bubble/groups where possible • Staff to maintain distance from pupils and other staff where possible. • Avoid creating busy corridors, entrances and exits by scheduling timetables to avoid congestion 					
---	----------------------------------	--	--	--	--	--	--

<p>Catering</p>	<p>Staff, pupils, visitors, contractors, parents and external agencies</p>	<ul style="list-style-type: none"> • All students to bring in their own drinks/snacks • Additional bins are available for disposable material • Hand sanitisers available 					
<p>Safeguarding</p>		<ul style="list-style-type: none"> • The DSL liaises with staff/parents to manage to manage and address any new and ongoing safeguarding concerns relating to the centre reopening • The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it. • The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care 					
<p>Infection control</p>		<ul style="list-style-type: none"> • Respiratory hygiene promoted by staff and pupils using the catch it, bin it, kill it, approach. • Hands are washed more often than usual; children and staff wash their hands regularly particularly before entering and leaving the classroom • Students will bring their own “kit bag” including tissues, antiseptic wipes, 					

		<p>disposable kitchen roll/absorbent pads</p> <ul style="list-style-type: none"> • Small children and pupils with complex needs are identified and pastoral support allocated to make sure cleaning regulations take place. Younger children are supervised when cleaning hands. Social distancing applied where possible • Skin friendly wipes are also used for those who may have any skin conditions. • Frequently touched surfaces are cleaned on a regular basis using disinfectant. <p>Increased cleaning staff - on site and an enhanced cleaning regime is in place during the school day as well as after school.</p> <p>Hand sanitiser stations are based throughout the academy.</p> <p>Academy ensures they have enough stock levels of sanitiser.</p> <p>Posters displaying handwashing guidelines are located throughout the school.</p> <p>Pupils and staff wash their hands when changing activities, changing locations, on arrival to school and when leaving school,</p>					
--	--	---	--	--	--	--	--

		<p>this is reinforced during registration each morning.</p> <p>PPE is distributed to staff who provide intimate care for pupils and for cases where a pupil becomes unwell with Covid 19 symptoms whilst in school where 2 metres cannot be maintained.</p> <p>PPE provided for staff when working children or young persons who cough, spit or vomit.</p> <p>Lidded bins are used throughout the academy.</p> <p>Parents are briefed on new provision for the drop off and collection of their children.</p> <p>Where possible use of school transport is restricted to essential use only and then cleaned after use.</p> <p>Academy identifies an additional isolation room for anyone displaying Covid symptoms</p>					
--	--	---	--	--	--	--	--

