

CBSO Risk Assessments

Task/Activity	CBSO L&P Activity in Schools
Date Conducted	8/12/2020
Date Reviewed	
Assessors	Katie Lucas (L&P Manager), Lucy Galliard (Director of Learning & Engagement)
Signed	Stephen Maddock (Chief Executive)

Activity/Hazard	Hazard Effect	Persons/Property at Risk	Existing Control Measures	Additional Control Measures Required	Notes & Supporting Materials / Risk Assessments
Coronavirus (Covid-19)	Majority of cases lead to mild symptoms (persistent coughing and temperature). The disease, however can be fatal. Transmission is via person to person spread as airborne droplets and also via surfaces contaminated with virus.	All workers Most people are at risk from infection (staff, children, visitors etc.) The possible implications from contracting COVID-19 are, as we know, worse for vulnerable persons. The list of who is currently vulnerable includes: the elderly; those with chronic underlying health condition; pregnant women.	<ul style="list-style-type: none"> Government guidance remains under constant review, CBSO will keep all workers updated with any change to guidance and continue to review controls in place. Musicians to ensure that they adhere to 2m distancing between orchestral colleagues, school staff and pupils at all times. Reasonable natural ventilation levels within workplace should be ensured – with classroom windows/doors open to ensure airflow during activities. All workers instructed to cover mouth and nose with a tissue or arm (not hands) when coughing or sneezing. All Workers instructed to put used tissues in the bin straight away and wash hands afterwards. School Staff to sign staff and players in on arrival and to undertake any necessary Covid questionnaires and temperature checks in line with their own risk assessment. No shared resources – e.g. instruments, music, handouts, pens, music stands etc. PPE and hand gel available to all musicians prior to attending school based activities on request from the office, and in line with individual school requirements. Musicians to adhere to all additional measures in place within each school, e.g. use of hand sanitisers, one way systems, face coverings etc. Planning activities with school staff to take place over the phone, via zoom, teams or another online platform and not in person. <p>• Schools to have shared their Risk Assessments and procedures with the CBSO in advance of musicians attending to deliver performances or workshops.</p>	<ul style="list-style-type: none"> CBSO musicians are advised to wear facemasks in corridors and communal areas of schools and will be supplied with suitable PPE, and to follow all other school guidance as required. Workshops and Performances are to be arranged within existing school bubbles. Spaces used should have adequate ventilation (including between lessons) as per the individual school's risk assessment. Workshops and Performances will fully adhere to school policies in relation to singing as follows: <ul style="list-style-type: none"> Where schools are not engaging in singing activity <u>no</u> workshops or performances should include singing by musicians or pupils Where schools are allowing singing, DfE guidance should be adhered to with no more than 15 singing together quietly. CBSO are following government guidance on self isolation. All workers to go straight home if COVID-19 symptoms develop (these include): <ul style="list-style-type: none"> new continuous cough high temperature (above 37.8°C) Loss of taste and smell. If a worker falls ill at work, priority to remove individual from the building as soon as possible. A COVID Isolation room is available on level 4, dressing room 5 as holding space, if necessary and managed by Symphony Hall (see separate risk assessment attached). COVID Isolation room to be cleaned immediately if used for isolation. Workers isolating with symptoms to request a COVID-19 test as soon as possible by contacting NHS 119 and follow the latest guidance which can be found here: https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate- 	<p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>

				<p><u>and-what-to-do/</u></p> <ul style="list-style-type: none"> • Ensure appropriate steps are taken to manage the protection of clinically vulnerable, BAME employees, expectant mothers, following specific assessment recommendations. 	
Surface Transmission of Coronavirus (Covid-19) handling of instruments	Majority of cases lead to mild symptoms (persistent coughing and temperature). The disease, however can be fatal. Transmission is via person to person spread as airborne droplets and also via surfaces contaminated with virus.	Everyone	<ul style="list-style-type: none"> • Musicians use their own instrument for all workshops and performances • Musicians to provide their own music stands and cello/bass slats (if required) • Musicians do not share pens, pads, tools, instruments or music, and each musician will bring their own copies of music. • Musicians to wipe down, with antibacterial wipes, chairs prior to use • Musicians to wipe down, with antibacterial wipes, any surfaces prior to placing instruments cases on them • Woodwind & Brass to ensure any residue on floor after rehearsal. Wipes and gloves (as required) will be provided by CBSO prior to undertaking activity in schools. • Keep contact with surfaces to a minimum – do not handle chairs, tables unnecessarily. • Schools to have shared their Risk Assessments and procedures with the CBSO in advance of musicians attending to deliver performances or workshops. 	<ul style="list-style-type: none"> • CBSO musicians to use supplied hygiene products when setting up, tuning and handling instruments. • Woodwind and Brass only: All players to clean up any residue on floor after rehearsal. Suitable PPE will be provided. • The handling of instruments by CBSO musicians to be kept to a minimum <p>Special considerations:</p> <ul style="list-style-type: none"> • Musicians to provide schools with a list of required instruments prior to activities to ensure these can be prepared and provided • Musicians to use L&P percussion instruments should they wish to demonstrate activities. These will be cleaned prior to musicians collecting them, and become the responsibility of that musician who should not share the instrument with any other musicians, teachers or pupils. • School risk assessments and summary of requirements to be provided by L&P department to every musician accessing that school. 	<p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>
Electrical Equipment	Fire/burns	Everyone	<ul style="list-style-type: none"> • Ensure electrical equipment is regularly PAT tested and examined. 	<ul style="list-style-type: none"> • Check equipment provided by the venue and ensure any electrical cables are appropriately taped down to avoid trips or falls 	
Poor lighting or environmental conditions	Eyesight strain	Musicians	<ul style="list-style-type: none"> • Provide stand lights if appropriate 	<ul style="list-style-type: none"> • Close curtains to block sunlight, move to alternative part of performance / workshop space 	
Noise: Hearing Damage	Hearing damage	Musicians	<ul style="list-style-type: none"> • Small ensembles only delivering this activity so generally a low noise level. • Ensure musicians have ear plugs • Space is sufficient and appropriately set before commencing activity. 	<ul style="list-style-type: none"> • Ask for L&P staff to attend if required • Musicians to have their moulded ear plugs with them to use if required • Musicians to move chairs and stands to increase distance between musicians to reduce impact of noise 	CBSO Noise Risk Assessment
Moving & Handling	Personal injury	Musicians, staff, pupils	<ul style="list-style-type: none"> • Large equipment e.g. pianos, only to be moved by venue staff. • Trolleys to be used to move heavy equipment and provide platform staff if lots of heavy equipment is required 	<ul style="list-style-type: none"> • Clearly communicating room set requirements to venue prior to visiting 	
Instrument Storage	Personal injury	Pupils	<ul style="list-style-type: none"> • Make sure instrument cases and equipment are left locked and in a safe location during and in between activities 	<ul style="list-style-type: none"> • Undertake visual checks of the space prior to activities and ask the school contact for a more suitable location for equipment if felt the space that has been provided isn't adequate. 	

Safeguarding of Young People		Everyone	<ul style="list-style-type: none"> • Understanding of CBSO Safeguarding Policy. • Musicians should hold a DBS check of less than three years and be issued with a code of conduct and guidance on responding to allegations of abuse. 	<ul style="list-style-type: none"> • Make sure musicians are aware of the schools safeguarding policy and ensure it is accessible upon request. • Ensure musicians know who the designated safeguarding office is at the school • Ensure musicians have undertaken CBSO internal safeguarding training prior to delivery 	CBSO Safeguarding Policy
Emergency Evacuation Procedures		Everyone	<ul style="list-style-type: none"> • CBSO musicians to familiarise themselves with evacuation procedures for the venue and location of fire escapes. 	<ul style="list-style-type: none"> • Ask if there are any planned drills on arrival at the school 	

BRIEFING NOTES

It is the responsibility of the designated staff member to ensure that appropriate Risk Assessments are held and acted upon for their departmental activity.

All Risk Assessments should be carried out with a second member of staff.

Risk Assessments should be reviewed annually unless otherwise stated.

Risk Assessments should be sought in advance from contractors, clients etc as and when required.

All relevant personnel need to be made aware of all Risk Assessments and associated Health & Safety policy/procedures

Any potentially high risk activity must be brought to the attention of the Health & Safety representative for discussion with the Health & Safety Committee.

Severity and likelihood is rated over and above any reasonable everyday activity e.g. pouring tea/coffee is a normal everyday activity and thus we should expect a regular adult to be able to do this safely and in consideration of others and equipment.