

# BYMT COVID-19 Risk Assessments and Guidance

**Last updated: 10/03/2022**

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## 1. Introduction

### Spring Term 2022 Arrangements

The following BYMT risk assessments are written with the following guidance as a reference:

[BYMT Online Learning Policy](#)

[Working safely during coronavirus \(performance arts\)](#)

[DfE Schools Re-Opening Guidance](#)

[Protective measure for after-school clubs and other out-of-school settings for children during the coronavirus outbreak](#)

[Music Mark Guidance](#)

[ISM Guidance](#)

[DCMS Guidance](#)

### BYMT risk assessment

Assessments are under constant review and we will regularly consult with parents, teachers, schools and specialist organisations.

To ensure that all BYMT stakeholders have the most recent version of our risk assessments we will publish them on our website. All updates will be **highlighted in yellow** and we will contact schools and parents by email once updated versions have been published.

Schools will have undertaken their own risk assessments. **We ask schools to inform any visiting teachers to the school of anything specific to their site beyond the measures detailed below, including testing arrangements.**

The decision to recommence face-to-face in-school tuition should be taken in partnership with schools, BYMT and teachers.

### Testing Arrangements

BYMT strongly advises that visiting music teachers should complete two lateral flow tests a week and follow school guidance.

## 2. BYMT Key Principles During Covid-19 Pandemic

### The safety of students and teachers is paramount

- BYMT teachers and their students must be provided with well-ventilated teaching spaces.
- BYMT will follow and communicate relevant official guidance to parents, teachers and schools.
- BYMT will provide teachers with appropriate training and support.
- BYMT will promptly respond to all concerns or questions raised by parents/carers, teachers or schools. Please email [covidinfo@bymt.co.uk](mailto:covidinfo@bymt.co.uk)

### All children must have the opportunity to learn an instrument or sing

- If an appropriate and safe teaching space cannot be found, alternative options must be found to enable children to continue their learning.
- Finance must not be a barrier to learning. BYMT offers financial support for lesson fees through its Young Musician's Bursary. The link to the online form is: <https://ukbromley.speedadmin.dk/registration#/voucher>
- If there are logistical issues preventing a child being taught, BYMT teachers must contact the relevant BYMT head of department so that an alternative option can be explored.
- If a licensed teacher terminates their contract with a parent/student, BYMT must be informed so that an alternative teacher can be arranged.
- BYMT Heads of Department have created instrumental and vocal video demonstrations which teachers and schools can use to encourage the registration of new students. These videos can be found [here](#) In addition, BYMT is providing schools with opportunities to access performances, demonstrations and workshops through its Inspire workshops/demonstrations.

## 3. BYMT Teacher Code of Practice

1. Please read and familiarise yourself with the BYMT risk assessments sent to schools. If you have any questions relating to these risk assessments, please contact the relevant BYMT head of department or email [covidinfo@bymt.co.uk](mailto:covidinfo@bymt.co.uk)
2. Do not attend school if you suspect that you have Corona virus symptoms: follow the current self-isolation guidance and access a test as soon as possible. If you are at work and you experience coronavirus symptoms go home as soon as safely possible, informing the school that you are working in. Please immediately inform BYMT by emailing [covidinfo@bymt.co.uk](mailto:covidinfo@bymt.co.uk)
3. If you test positive for Corona virus you should follow the current guidance on self-isolating and inform BYMT by emailing [covidinfo@bymt.co.uk](mailto:covidinfo@bymt.co.uk). Senior Leaders in Schools where you teach should also be informed immediately.
4. If you are classified as clinically extremely vulnerable please inform your school so that a personalised risk assessment can be written.
5. Keep an eye on the school's website, news links, diary and newsletters to anticipate disruptions to your teaching programme.

6. Sign in at the school reception on arrival and immediately clean your hands with water or hand sanitiser before going to your teaching room.
7. Prior to teaching ensure you have received the school's risk assessments for COVID-19 and for music teaching; ask about anything you do not understand and abide by the control measures specified. If any of your questions or concerns are not effectively addressed by your school, please email [covid19@bymt.co.uk](mailto:covid19@bymt.co.uk)
8. Find out what the school's infection control procedures are; follow them and make use of anything the school provides for your safety.
9. If you think a child may be showing symptoms of Corona virus, stop the lesson and report your concerns to the school immediately.
10. Teach outside if it is practical and weather permits. You will need to seek prior permission from your school before moving lessons outside.
11. Ensure good ventilation in the teaching room, set it up to direct airflow away from both you and the pupil(s) but not at the expense of normal safeguarding or health and safety considerations: e.g. do not move heavy furniture or equipment.
12. If the teaching room does not allow for sufficient ventilation, explain this to the school. If no reasonable alternative is offered, politely decline to teach that session for the safety of both you and pupils. Please then email [covidinfo@bymt.co.uk](mailto:covidinfo@bymt.co.uk)
13. To help mitigate risk when directing students, please use a banner or face shield where 3 metre distancing is not possible. If you are an employee of BYMT we will provide you with appropriate PPE.
14. Clean your hands and wrists more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
15. Develop ways to modify your teaching approach to keep a safe distance from children in your lessons as much as possible. If you need support with this, please contact [covid@bymt.co.uk](mailto:covid@bymt.co.uk)
16. Avoid touching pupils' instruments, particularly mouthpieces. Carry disposable gloves and hand sanitiser in case you absolutely have to touch a mouthpiece, e.g. to set a reed or tune a stringed instrument
17. Never play on a pupil's mouthpiece or allow them to play on yours.
18. Stick to the agreed timetable as closely as you reasonably can but be understanding if it has to change at short notice.
19. Limit your contact with other BYMT/school staff members, maintain as much distancing as possible and don't congregate in shared spaces, especially if they are small rooms.
20. Wash your hands thoroughly before leaving the school.

## 4. Peripatetic Instrumental and Vocal Tuition

### Description of activity

Face-to-face instrumental and vocal tuition for individuals and small groups in Bromley Schools and BYMT Music Centres. Tuition delivered by BYMT Licensed Teachers and BYMT employees.

### Control Measures

Hazard	Who is at risk?	Control measure(s)	Who is responsible?
Airborne transmission	Students and tutor	Students should not directly face the teacher when playing or singing.	BYMT teacher
Airborne transmission	Students and tutor	Windows always open to aid ventilation.  Teachers should follow school risk assessment and wear a face shield in schools where practically possible.	BYMT teacher/school
		Teachers should ideally schedule gaps between lessons to allow for further ventilation of the teaching space. This will depend upon the size of the room and the number of windows which can be opened. For most teaching spaces 5 minutes ventilation will be adequate.	BYMT teacher
		Where more than one tutor is using the same room on the same day, enhanced cleaning is put in place between tutor sessions.	School/Music Centre
		Thorough cleaning of teaching spaces at the end of the day.	School/Music Centre

Surface transmission	Students and tutor	Handling of instruments, music stands, practice diaries and related equipment should be limited to pupils only.	BYMT teacher
		Teachers should demonstrate on their own instruments.	BYMT teacher
		Piano teachers should demonstrate on a separate piano or keyboard or <b>clean instrument between players</b>	BYMT piano teachers
		Pianos and piano stools should be wiped down at the end of each lesson if used by student	BYMT Teacher
		Equipment handed out to students should not be collected back in by tutors (e.g. music, instrument accessories)	BYMT teacher

## 5. BYMT Primary Curriculum Delivery

### Description of activity

Whole class curriculum lessons delivered in schools by BYMT teachers.

### Control Measures

Hazard	Who is at risk?	Control measure(s)	Who is responsible?
Airborne transmission during lessons	Students and staff	BYMT teachers should try to maintain at least two metres social distance from students and staff wherever possible.	BYMT Teacher
		Teachers are advised to follow the school face mask policy.	BYMT Teacher
		Windows to be left open at all times to ensure extra ventilation	BYMT Teacher
Airborne transmission from multiple use of classroom space	Students and staff	Timetable to allow sufficient time for ventilation and cleaning of teaching space between each class.	BYMT Teacher/School
Surface Transmission	Students and staff	All classroom instruments to be cleaned between sessions using appropriate spray and wipes.	BYMT Teacher
		No sharing of wind instruments, children to have their own recorders	BYMT Teacher/School
		Keyboards, touchscreens and control surfaces to be wiped down before and after use with antiseptic wipes or cloths soaked in disinfectant and well wrung out. Residues to be wiped off with dry cloths.	Teacher
		Chairs and all other equipment to be wiped down between classes if there is multiple use of classroom space	Caretakers

## 6. BYMT PLAY/BAND ON THE RUN Projects

### Non-wind instruments

### Description of activity

BYMT whole class or large group BYMT PLAY and BAND ON THE RUN Strings projects delivered by a BYMT Teacher(s)

- **PLAY** Djembe
- **PLAY** Keyboard
- **PLAY** Steel pan
- **PLAY** Ukulele
- **PLAY** Samba
- **BAND ON THE RUN** STRINGS

## Control Measures

Hazard	Who is at risk?	Control measure(s)	Who is responsible?
Airborne transmission	Adults	Teacher(s) at least 2 metres from nearest player where practical. <b>Face masks to be worn as per school policy.</b>	BYMT Teacher
Surface transmission via touch surfaces (handling and playing)	Everyone	Enhanced hand hygiene is routinely observed. Note: instruments that are not mouth-blown can be shared but additional cleaning is required. See <a href="#">MM guide</a> for further information.	BYMT Teacher
Surface transmission	Everyone	If music is used, each student will have their own copy for the duration of the programme.	BYMT Teacher
		Resources are projected where possible	BYMT Teacher
Airborne transmission from multiple use of classroom/music rooms space	Students and staff	Timetable to allow sufficient time for ventilation and cleaning of teaching space between each class	BYMT Teacher/School

## 7. BYMT PLAY/BAND ON THE RUN Projects

### Wind Instruments

#### Description of activity

- PLAY pBuzz
- BAND ON THE RUN - Wind

#### Control Measures

Hazard	Who is at risk?	Control measure(s)	Who is responsible?
Airborne transmission		Windows to be open at all times to ensure extra ventilation. <b>Teachers to wear face masks when not demonstrating.</b>	Staff
Airborne transmission	Adults	<b>Teachers should position themselves in a well-ventilated space.</b>	BYMT Teacher
Surface transmission via mouthpieces	Everyone	Children must be assigned their own instrument for the duration of the programme. <b>Instruments must not be shared.</b>  It is vital that instruments are clearly labelled to avoid any confusion of ownership	BYMT Teacher
		Teachers must not play on students' instruments, even to diagnose a problem.	BYMT Teacher
		At the end of the project all instruments must be returned to BYMT to be appropriately cleaned before being re-issued.	BYMT
Surface transmission	Everyone	If music is used, each student will have their own copy for the duration of the programme.	BYMT teacher
		Tissues to be placed on floor to catch water from brass instruments. Students to dispose of their tissues after rehearsal in bin provided.	BYMT Teacher
		Resources are projected where possible	BYMT Teacher
Airborne transmission from multiple use of classroom/music rooms space	Students and staff	Timetable to allow sufficient time for ventilation and cleaning of teaching space between each class	BYMT Teacher/School





## 8. BYMT ENSEMBLES

### Description of activity

Face to face group tuition at the BYMT centre for groups of singers and instrumentalists delivered by BYMT staff.

### Control Measures

Hazard	Who is at risk?	Control measure(s)	Who is responsible?
Airborne transmission through number of people entering building		Students to enter and exit rehearsal rooms through external doors. Adults can enter through main corridor but must wear a face mask.	Everyone
		Clear drop off zones in car park	Simon Sundermann, Deputy Head of Service
		Clear routes to rehearsal spaces from car park	Simon Sundermann, Deputy Head of Service
		Drop off and collect zones outside rehearsal rooms	Simon Sundermann, Deputy Head of Service
Airborne Transmission		Windows and outside door to be open at all times to ensure extra ventilation  All staff, visitors and secondary aged students to wear face masks in communal areas unless medically exempt.  String orchestras and face shields?	All staff
Airborne transmission from multiple use of the rehearsal space	Students and staff	Timetable to allow sufficient time for ventilation and cleaning of the rehearsal space between each use of the room.  On leaving teaching space, teachers must turn the cleaning sign on door to red.	Simon Sundermann, Deputy Head of Service
Surface Transmission	Students and staff	Students to bring their own music stand (only to be shared in string ensembles).	Parents/carers
		Students to bring their own music wherever possible	BYMT to make digital copies

			available via SpeedAdmin
		Chairs to be wiped down and sprayed with sanitiser between rehearsals	Caretakers
		Tissues to be placed on floor to catch water from brass instruments. Students to dispose of their tissues after rehearsal in bin provided.	Students (staff for junior ensembles)
Risk of transmission of Covid-19 to others during evacuation of building	Students and staff	<p>BYMT staff to follow school/music centre emergency evacuation procedures and assist teachers and students</p> <p>BYMT staff involved in emergency situations that may bring them into close contact with others should ensure they pay particular attention to hygiene measures immediately afterwards including washing of hands</p>	Head of Centre
Risk of transmission of Covid-19 to people through members of staff or students attending who may be experiencing symptoms or live with someone experiencing symptoms	Students and staff	<p><del>Remind members of BYMT staff frequently to not attend if they have Covid-19 symptoms and to inform BYMT immediately if they experience symptoms at any time</del></p> <p><del>BYMT lead staff be ready to turn people away and or shut down sessions if someone displays symptoms and inform school staff</del></p> <p><del>Communicate all additional preventative and tracing measures to members of BYMT staff prior to activity.</del></p> <p>Staff and students displaying symptoms of Covid-19 must test before visiting. If result is positive – staff member to isolate. If the test is negative, they can return to work.</p> <p>All BYMT staff trained to be informed of BYMT’s ‘infection control procedures’</p>	Head of Centre

Risk of transmission of Covid-19 to people through lack of hygiene		<p>Communicate all hygiene measures to BYMT staff prior to start of term.</p> <p>Ensure BYMT staff have plans for toilet and sink allocations for each space.</p> <p>Students to clean their hands with sanitiser on entry and exit of teaching space</p>	
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## 9. BYMT Music Centre, Southborough Lane

### Description of activity

General use of the site by staff, students, parents/carers, contractors, third parties and members of the general public as required. Please note separate sections for more specific information on ensembles and one to one tuition.

### Control Measures

Hazard	Who is at risk?	Control measure(s)	Who is responsible?
Airborne transmission through people entering the site unknowingly carrying COVID-19	ALL	Automated hand sanitisers are available at every entry point to the building as well as by the public toilets. Staff, students and visitors must use them on entry, exit and frequently during their stay on site.	BYMT to provide equipment and signage
		Working spaces have been rearranged to ensure 2 metres social distancing can be followed. This includes offices and practice rooms.	BYMT to organise
		Staff and visitors must wear a face shield or mask in all communal areas unless medically exempt.	Staff/reception team
		Prior to the start of meetings, colleagues should agree if face masks or shields should be worn.	Staff

		Soap dispenser and hand towels within toilets are fully stocked at the start of each day. Regular checks are made throughout the day to ensure adequate supply.	Caretakers
		Posters relating to Handwashing techniques (displaying NHS guide link: <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a> ) to be displayed in the building.	BYMT
		Students (except adults) to enter and exit the site through practice room fire doors to minimise use of the corridors to necessary toilet trips and for staff only.	BYMT to communicate
Staff, students, visitors displaying symptoms at home	All	<del>Parents/carers are aware of Covid-19 symptoms and informed to keep children at home if they, or a member of their household, are displaying symptoms.</del>	Parents/carers
		<del>Staff to self-isolate if they display symptoms</del>	Staff
		<del>Staff displaying symptoms of Covid-19 must test before visiting. If result is positive – staff member to isolate. If the test is negative, they can return to work.</del>	Staff
Airborne transmission through staff, students, visitors displaying symptoms whilst on site	All	<del>If a staff member or visitor is displaying symptoms whilst on site, they are to inform their line manager and/or the BYMT COVID-19 officer, go home, self-isolate and follow the steps above.</del>	Staff
		<del>If a student is displaying symptoms on site, they are to inform their teacher immediately. A pastoral member of staff will then take the student to an isolated non-teaching space where they can be collected by a parent/guardian.</del>	Student/member of staff
		<del>If advised that a member of staff or public has developed</del>	CEO/Head of Service

		<p><del>Covid-19 and was recently on our premises (including where a member of staff has visited other workplace premises), BYMT will follow Track and Trace guidance.</del></p>	
		<p>All members of staff and any visitors must sign-in/out at reception. A register for students will be taken in rehearsals.</p>	Sue Brown, Deputy Head of Service
Risk of transmission of Covid-19 to others during evacuation of building	All	<p>BYMT staff involved in emergency situations that may bring them into close contact with others should ensure they pay particular attention to hygiene measures immediately afterwards including washing of hands</p> <p>All BYMT staff to remind themselves of BYMT's emergency evacuation procedures on the first day of activity</p>	SS, Deputy Head of Service
Surface transmission due to contamination of workspaces and equipment	All	<p>Enhanced cleaning regime is in place in line with <a href="#">Covid-19: Cleaning in non healthcare settings</a></p> <p>All teaching and office spaces and frequently used equipment should be cleaned in accordance with these guidelines.</p>	SS/caretakers
		Staff can use BYMT cutlery or crockery, ensuring that it is loaded in dishwasher before leaving site.	Staff
Airborne and/or surface transmission through use of premises by third parties	All	External agencies are to provide a risk assessment for their activities as well as adhering to the BYMT risk assessment.	Third party
Airborne and/or surface transmission by close proximity to others in	Staff and students	When practising first aid or when it is required for the adult to work in close proximity with a child, face shield can be provided.	BYMT and individual staff

exceptional circumstances like first aid requirements or students displaying symptoms		(Staff members who choose to wear gloves during the day need to change these regularly between activities and cannot use the emergency stock from BYMT.	
Mental health and well-being of staff and students	Staff and students	<p>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will provide access to employee support services.</p> <p>Students' wellbeing will be monitored by staff and any concerns referred to the SLT.</p>	BYMT Senior Leadership Team

## 10. Marquee use - CURRENTLY NOT IN USE

### Description of activity

Use of the marquee behind the BYMT building for rehearsals, performances, meetings, Southborough Primary classes/activities

### Control Measures

Hazard	Who is at risk?	Control measure(s)	Who is responsible?	Residual Risk Rating
Airborne transmission through people entering/leaving the marquee unknowingly carrying COVID-19	All users	<p>Hand sanitisers are available on entry into the marquee.</p> <p>Some of the side walls will be rolled up during activities to maximise ventilation.</p> <p>Students should be positioned at least a metre apart wherever possible.</p>	<p>BYMT to provide</p> <p>BYMT caretaker/staff</p>	6
		<p>The use of the toilets will be possible through the door nearest to room 10 (Music Hub). The same controls are in place as described in section 9 of this risk assessment.</p>	<p>BYMT to implement</p>	
Surface transmission during rehearsals/activities	All users	<p>Chairs are to be wiped down between uses</p> <p>Students must bring their own music stands, if required.</p>	<p>Caretakers</p> <p>Students/parents/carers</p>	3



		Students to bring their own music	BYMT to have copies available	
Rain/lightening/wind	All	In extreme weather conditions the marquee will not be in use. An additional timetable has been put in place for this eventuality to enable the continuation of all rehearsals. Parents/carers and Students will be informed 24 hours before their rehearsal if necessary.	SS	4
Emergency evacuation	All	Users do not have to adhere to the social distancing rules when evacuating the marquee in an emergency	SS	6

## 11. Anerley Music Centre and BYMT Langley

### Description of activity

Instrumental and ensemble tuition at Anerley Music Centre (James Dixon Primary School and Crystal Palace Community Centre)

### Control Measures

Hazard	Who is at risk?	Control measure(s)	Who is responsible?
		Parents/carers not to enter the rehearsal spaces	Centre Manager
		Clear route to arrival points	Centre manager
Airborne transmission during rehearsal		Windows to be open at all times to ensure extra ventilation.  Doors to rehearsal rooms will be left open during ensemble rehearsals	All staff
Airborne transmission from multiple use of the rehearsal space	Students and staff	Timetable to allow sufficient time for ventilation of the rehearsal space between each use of the room.	Head of Centre

		<p><del>Students to queue two metres apart outside rehearsal room when waiting for rehearsal space to be cleaned</del></p> <p><del>Staff to wear face shields in communal spaces and take appropriate mitigation in rehearsal rooms.</del></p>	
Surface Transmission		<p>Anerley Centre: Steel Pans/Djembe: If instrument sharing is necessary, instruments will be cleaned thoroughly by teachers using antibacterial spray and wipes. Staff must use gloves when cleaning instruments.</p> <p>Students will be issued with their own pan sticks which will be wiped at the end of each sessions and then quarantined for a week.</p>	
Surface Transmission	Students and staff	Students to bring their own music stand	Parents/carers
		Students to bring their own music after first week.	BYMT to make digital copies available via SpeedAdmin
Risk of transmission of Covid-19 to others during evacuation of building	Students and staff	<p>BYMT staff to follow school/music centre emergency evacuation procedures.</p> <p>BYMT staff involved in emergency situations that may bring them into close contact with others should ensure they pay particular attention to hygiene measures immediately afterwards including washing of hands</p> <p>All BYMT staff to remind themselves of the schools' emergency evacuation procedures on the first day of activity</p>	Head of Centre
Risk of transmission of	Students and staff	<del>Remind members of BYMT staff frequently to not attend if they have Covid-19 symptoms, and to</del>	Head of Centre

<p>Covid-19 to people through members of staff or students attending who may be experiencing symptoms or live with someone experiencing symptoms</p>		<p><del>inform BYMT immediately if they experience symptoms at any time</del></p> <p><del>BYMT staff be ready to turn people away and or shut down sessions if someone displays symptoms and inform school staff</del></p> <p><del>Communicate all additional preventative and tracing measures to members of BYMT staff prior to activity.</del></p> <p>Staff and students displaying symptoms of Covid-19 must test before visiting. If result is positive – staff member to isolate. If the test is negative, they can return to work.</p> <p>All BYMT staff trained to be informed of BYMT’s ‘infection control procedures’</p>	
<p>Risk of transmission of Covid-19 to people through lack of hygiene</p>		<p>Communicate all hygiene measures to BYMT staff prior to start of term.</p> <p>Students to clean their hands with sanitiser on entry and exit of teaching space</p>	

## 12. Rock School,

### Description of activity

Rock band rehearsals at Saturday music centre.

### Control Measures

Hazard	Who is at risk?	Control measure(s)	Who is responsible?
Airborne transmission on entering the session space		Access route to be clearly displayed from school gate. Parents/carers not to enter the building	Tutors and Head of Centre
Airborne transmission on entering the session space		<del>Ensemble directors to be at least 3 metres away from students. If this can't be achieved, 2 metres distance will be required, and a protective screen will be provided.</del>	
		Windows to be open at all times to ensure extra ventilation.  <b>Staff and secondary aged students to wear face shields in communal spaces unless medically exempt.</b>	Head of Centre
Airborne transmission from multiple use of the rehearsal space	Students Adults	Timetable to allow sufficient time for ventilation and cleaning of the rehearsal space between each use of the room.	Head of Centre
Surface transmission Surface transmission	Students Adults	Students to bring their own music.	Head of Centre
Risk of transmission of Covid-19 to people through members of staff or students attending who may be experiencing symptoms or live	Students and staff	<del>Remind members of BYMT staff frequently to not attend if they have Covid-19 symptoms and to inform BYMT immediately if they experience symptoms at any time</del>  <del>BYMT staff be ready to turn people away and or shut down sessions if someone displays symptoms and inform school staff</del>	Head of Centre

with someone experiencing symptoms		<p>Communicate all additional preventative and tracing measures to members of BYMT staff prior to activity.</p> <p>Staff and students displaying symptoms of Covid-19 must test before visiting. If result is positive – staff member to isolate. If the test is negative, they can return to work.</p> <p>All BYMT staff trained to be informed of BYMT’s ‘infection control procedures’</p>	
Risk of transmission of Covid-19 to people through lack of hygiene	Students and staff	<p>Communicate all hygiene measures to BYMT staff prior to start of term.</p> <p>Students to clean their hands with sanitiser on entry and exit of teaching space</p> <p>Staff to use disabled toilet outside the hall only.</p>	Head of Centre
Risk of transmission of Covid-19 to others during evacuation of building	Students and staff	<p>BYMT staff to follow school/music centre emergency evacuation procedures</p> <p>BYMT staff involved in emergency situations that may bring them into close contact with others should ensure they pay particular attention to hygiene measures immediately afterwards including washing of hands</p> <p>All BYMT staff to remind themselves of the schools’ emergency evacuation procedures on the first day of activity</p>	Head of Centre

### 13. Instrument Hire

#### Description of activity

BYMT instrument hire service

#### Control Measures

Hazard	Who is at risk?	Control measure(s)	Who is responsible?
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Surface transmission	Students and teachers	Parents/carers to directly collect and return all individual hire instruments from BYMT Centre, Southborough Lane (all instrument hire request must be made using this form: <a href="https://ukbromley.speedadmin.dk/registration#/instrumenthire">https://ukbromley.speedadmin.dk/registration#/instrumenthire</a> )	Parent/Carer
		BYMT teachers must not collect instruments on behalf of students	
		Returned instruments to BYMT must be quarantined for a minimum of 48 hours before instrument is thoroughly cleaned using appropriate cleaning materials.	BYMT staff
		BYMT staff who clean or collect returned instruments must use PPE gloves	BYMT staff

**Lesson Observations:**

Hazard	Who is at risk?	Control measure(s)	Who is responsible?
Airborne Transmission	Teacher, observer and student(s)	<p>Head of Department to liaise with teacher to choose an appropriate well ventilated and spacious teaching setting for observation.</p> <p><del>Observer to wear a face mask at all times and to sit as far back as possible.</del></p> <p>Observer to follow school guidance and liaise with teacher regarding face masks.</p> <p>Window to be left open.</p> <p>Schools to be informed of when the observation will be taking place and observer to follow school guidance.</p>	Head of Department


## 14. Residual Risk rating

How likely is the activity to result in actual harm (1-5)?	
How severe would the consequences be (1-5)?	
<b>Risk rating (likelihood x severity)</b>	

<b>Likelihood</b> more less	5					
	4					
	3					
	2					
	1					
		1	2	3	4	5
		better		worse		
		<b>Severity</b>				

<b>Risk rating:</b>	<b>1-6</b>	Green	Monitor to ensure control measures are implemented consistently and that the rating remains valid.
	<b>8-12</b>	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.
	<b>15-25</b>	Red	Cease this activity until additional controls can be put in place to manage the risk.

**Date communicated to staff/volunteers:** | 10/03/2022

<b>Signed</b> :		<b>Date:</b>	22/02/2022
<b>Name:</b>	Gerald Sterling	<b>Position</b> :	CEO/Head of Service

## Infection Control Procedure

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

Suspected cases of pupils and staff should be reported to London Coronavirus Response Centre (LCRC) by email to [lcrc@phe.gov.uk](mailto:lcrc@phe.gov.uk).

If a staff member, parent or child tests positive then this should be reported urgently to LCRC on **0300 303 0450**

What to do if a member of staff or student shows symptoms of Covid-19 at a BYMT music centre:

- If a member of staff or student shows symptoms of Covid-19 during the activity, then they should leave the site immediately it is safe for them to do so.
- The member of staff responsible for the session (or another member of staff, if it is a member of staff showing symptoms) will direct the student to the designated isolation room and then inform a member of the Senior Leadership Team.
- The pastoral team will contact the students parent/carer.
- Any member of staff who needs to come into contact with the person showing symptoms will wear PPE which is stored in the Medical Kit. They must maintain social distancing guidelines.
- If PPE is used it must be double bagged and left for 72 hours before being disposed of
- Students who need to be collected by a parent will wait in the designated isolation room until the parent arrives.
- Members of staff or students showing symptoms will be asked by BYMT to be tested for Covid-19 as soon as possible and will not attend activity until their results are received and are negative.
- The other students who were in the same section can continue attending.