

BYMT COVID-19 Risk Assessments and Guidance

Last updated: 03/09/2020

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1. Introduction

The Autumn Term 2020 will see much of BYMT's online tuition returning to face-to-face learning. However, we will encourage the use of the following online learning and communication tools to help enhance the progression and musical enjoyment of our students (subject to school approval where required):

- Digital resources, including music and audio tracks
- Virtual learning platforms
- Video meetings with parents and carers, e.g. annual online parent consultations
- Online solo performances
- Online tuition where face-to-face learning in schools is not currently possible
- Online tuition for students where virtual learning better meets their needs

For your reference, please see the [BYMT Online Learning Policy](#)

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

[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 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.** If a school is unable to provide the space and precautions needed, we would ask that we are informed before the teacher's first visit. Please email Covidinfo@bymt.co.uk

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

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 safe and appropriate spaces for face-to-face music tuition to be delivered.
- 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

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

- If an appropriate and safe teaching space cannot be found, alternative options should 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 arranged.
- 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. In addition, BYMT will be providing schools with opportunities to access performances by Y13 leavers and teachers in the Autumn Term to further inspire and stimulate take up.
- BYMT will be launching a new Online Music Academy in the Autumn Term offering a range of tuition including instrumental and vocal lessons, workshops and theory lessons. Where face-to-face lessons in schools are available, families will first be encouraged to sign-up for tuition through their school. To ensure a smooth transition to face-to-face tuition, BYMT will endeavour to assign the student to a teacher who already teaches at their school.
- Schools which are full members of the Bromley Music Education Hub can access our online instrumental/vocal tuition student registration system for students through the BYMT website. This system allows parents to sign-up for lessons online and provides a secure GDPR method for managing data. Please email sue@bymt.co.uk for further information.

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

2. Do not attend school if you suspect that you (or anyone you live with) may be coming down with Coronavirus 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
3. **If you are classified as clinically extremely vulnerable please inform your school**
4. Keep an eye on the school's website, news links, diary and newsletters to anticipate disruptions to your teaching programme.
5. Sign in at the school reception on arrival and immediately clean your hands with water or hand sanitiser before going to your teaching room.
6. Remember that this way of working is as new to school staff and pupils as it is to you. Accept that there will be slips and honest mistakes. Any concerns or questions should be raised with BYMT by contacting covidinfo@bymt.co.uk
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
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 Coronavirus, 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. Observe current social distancing guidelines at all times. If you can control layout and 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 distancing and 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
13. You may consider wearing a face mask while you are teaching (of course singing, woodwind and brass teachers will need to remove theirs to demonstrate).
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. Think about ways to modify your teaching approach to keep a safe distance from children in your lessons as much as possible,
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 staff members, 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?	Residual Risk Rating at BYMT music centres
Airborne transmission	Students and tutor	Students should not directly face the teacher when playing or singing. Where school policy allows, small group lessons are permitted subject to 2 metre social distancing being possible between students and teacher.	BYMT teacher	4
		At least 2m distance between peripatetic tutor and student in teaching space.	BYMT teacher	4
Airborne transmission	Students and tutor	Windows open at all times to aid ventilation. Teacher not to use air conditioning systems unless school provides written confirmation that the system is Covid compliant.	BYMT teacher/school	4
Airborne transmission	Students and tutor	Lessons must be a maximum of 30 minutes per student.	BYMT teacher	4
		Teachers should 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	3
		Teachers should demonstrate on their own instruments.	BYMT teacher	
		Piano teachers should demonstrate on a separate piano or keyboard.	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 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 to follow school policy re social distancing.	BYMT Teacher
		Whole class recorder activities will not take place in groups larger than 15. Two metres social distancing will also be required	BYMT teacher
		Music ICT: One pupil to a workstation or iPad. If help is needed, the pupil will step away from the workstation or put the iPad down to allow the teacher to use it once it has been cleaned.	BYMT teacher
		BYMT will not deliver whole class singing. When updated guidance is published BYMT will review this control measure.	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 Ideally, BYMT teachers will teach children in their normal classroom	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	Everyone	All participants respect social distancing of at least 2 metres.	BYMT Teacher
Airborne transmission	Adults	Teacher(s) at least 2 metres from nearest player at all times and 3m when practical.	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 MM guide 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	Everyone	Strict 2 metre social distancing is required. BYMT will not deliver BAND ON THE RUN projects in groups larger than 16.	BYMT Teacher
		Students must be a minimum of 2 metres from one another	BYMT Teacher
		Windows to be open at all times to ensure extra ventilation	Staff
Airborne transmission	Adults	Teachers 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 by BYMT	BYMT Teacher
Surface transmission via mouthpieces	Everyone	Children must be assigned their own instrument for the duration of the programme. Instruments must not be shared. 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 condensation 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?	Residual Risk Rating
Airborne transmission through number of people entering building	Students	Staggered rehearsal times	Simon Sundermann, Deputy Head of Service	6
		Rehearsal rooms only to be entered and exited through outside doors	Everyone	
		Parents/carers not to enter the rehearsal spaces	Parents/carers and staff	
		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 during rehearsal	Students and staff	Number of participants is limited to by room size in accordance with the relevant social distancing rules and guidance on natural airflow. BYMT is currently reviewing this guidance and will decide on group sizes prior to Monday 7 th of September	Simon Sundermann, Deputy Head of Service	4
		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.	Simon Sundermann, Deputy Head of Service	
		Windows to be open at all times to ensure extra ventilation	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.	Simon Sundermann, Deputy Head of Service	3
Surface Transmission	Students and staff	Students to bring their own music stand (not to be shared)	Parents/carers	3
		Students to bring their own music	BYMT to make digital copies available via Speedadmin	
		Chairs to be wiped down between rehearsals	Caretakers	
		Tissues to be placed on floor to catch condensation from brass instruments. Students to dispose of their tissues after rehearsal in bin provided.	Students (staff for junior ensembles)	
Airborne transmission through socialising	Students	Rehearsal times to be shortened to a maximum of 75min for senior and adult groups and 60min for junior groups to avoid breaktimes and frequent toilet trips.	BYMT	6

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?	Residual Risk Rating
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	6
		Working spaces have been rearranged to ensure 2 metres social distancing can be followed. This includes offices and practice rooms.	BYMT to organise	
		A system is in place to regulate the use of the toilets to ensure no more than 3 people use the public toilets at anyone point.	BYMT to implement	
		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: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/) to be displayed in the building.	BYMT	
		Rehearsal times to be shortened with no breaktimes to avoid socialising and to minimise use of the toilets.	BYMT to implement	
		Students to enter and exit the site through practice room fire doors to minimise use of the	BYMT to communicate	

		corridors to necessary toilet trips and for staff only.		
		Staff are encouraged to work from home where possible.	Staff	
Staff, students, visitors displaying symptoms at home	All	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. Whole household to isolate for 14 days.	Parents/carers	3
		Staff to self-isolate if they or a member of their household displays symptoms	Staff	
		Staff displaying symptoms of Covid-19 to register for a test. If result is positive – staff member to isolate. If the test is negative, they can return to work.	Staff	
Airborne transmission through staff, students, visitors displaying symptoms whilst on site	All	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.	Staff	6
		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.	Student/member of staff	
		If advised that a member of staff or public has developed Covid-19 and was recently on our premises (including where a member of staff has visited other workplace premises), the CEO will contact the relevant authority to discuss the case. They will identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.	CEO/Head of Service	
		All members of staff and any visitors must sign-in/out at reception.	Sue Brown, Deputy Head of Service	

		A register for students will be taken in rehearsals.		
Surface transmission due to contamination of workspaces and equipment	All	Enhanced cleaning regime is in place in line with Covid-19: Cleaning in non healthcare settings All teaching and office spaces and frequently used equipment should be cleaned in accordance with these guidelines.	SS/caretakers	4
Surface transmission through preparation and/or consuming food/beverages on the premises	Staff	Students not to bring any food to the site.	Parents/carers	4
		Staff not to: <ul style="list-style-type: none"> • Prepare food on site • Use BYMT cutlery or crockery 	Staff	
		Kettle in staff area to be wiped after every use	Staff (BYMT to provide wipes)	
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. BYMT reserves the right to not sublet its spaces to external agencies even if they previously have used the premises.	Third party	4
Airborne and/or surface transmission by close proximity to others in exceptional circumstances like first aid requirements or students displaying symptoms	Staff and students	When practising first aid or when it is required for the adult to work in close proximity with a child, face masks, apron and gloves will be provided. (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. The DfE advises that school staff are not required to wear PPE during general teaching tasks and BYMT follows that advice. PPE should only be used at BYMT for emergency contact with children showing symptoms or necessary first aid.)	BYMT and individual staff	4

Mental health and well-being of staff and students	Staff and students	<p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will provide access to employee support services.</p> <p>Students' well-being will be monitored by staff and any concerns referred to the SLT.</p>	BYMT Senior Leadership Team	6
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10. Anerley Music Centre, James Dixon Primary School

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?	Residual Risk Rating
Airborne transmission through number of people entering building	Students	Staggered rehearsal times	Head of Centre	6
		Parents/carers not to enter the rehearsal spaces	Head of Centre	
		Clear routes to rehearsal spaces from car park	Head of Centre	
Airborne transmission during rehearsal	Students and staff	Number of participants is limited to by room size in accordance with the relevant social distancing rules and guidance on natural airflow. BYMT is currently reviewing this guidance and will decide on group sizes prior to Monday 7 th September.	Head of Centre	4
		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.	Head of Centre	
		Windows to be open at all times to ensure extra ventilation	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.	Head of Centre	4
Surface Transmission	Students and staff	Students to bring their own music stand	Parents/carers	3
		Students to bring their own music	BYMT to make digital copies available via SpeedAdmin	
		Chairs to be wiped down between rehearsals	Pastoral support	

		Tissues to be placed on floor to catch condensation from brass instruments. Students to dispose of their tissues after rehearsal in bin provided.	BYMT teacher	
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11. 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?	Residual Risk Rating
Airborne transmission	Students	Groups are a maximum of 7 members and matched to available rehearsal space	Head of Centre	6
Airborne transmission	Students Adults	A minimum of 2 metre social distancing is required	Head of Centre	6
Surface transmission	Students Adults	All shared equipment is wiped down when groups change over. Pop shields should be used on vocal microphones and should be changed before the next user and the microphone wiped down with a disinfectant wipe.	Head of Centre	6
Surface transmission	Students Adults	One stand to a player.	Head of Centre	6

12. Instrument Hire

Description of activity

BYMT instrument hire service

Control Measures

Hazard	Who is at risk?	Control measure(s)	Who is responsible?	Residual Risk Rating
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: https://ukbromley.speedadmin.dk/registration#/instrumenthire	Parent/Carer	6
		BYMT teachers must not collect instruments on behalf of students		
		Returned instruments to BYMT must be quarantined for a minimum of two weeks 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	

Appendix 1

Description of activity

Additional measures for BYMT employee classified as clinically extremely vulnerable and who has been shielding.

Control Measures

Hazard	Who is at risk?	Control measure(s)	Who is responsible?	Residual Risk Rating
Airborne transmission		Office seating rearranged to enable 2m distance between desks and no members of staff face each other.	Sue Brown Line Manager	6
		Office windows to remain open to increase ventilation.	Caretakers	
		Additional perspex screen purchased and placed to the side of work-area	Sue Brown Line Manager	
		All staff encouraged to wear mask or face shield in the office whilst employee is on the premises.	BYMT staff	
		Staffing hours rearranged to limit the number of people contact during the day.	Sue Brown Line Manager	
		Employee encouraged to work from home each afternoon to limit contact.	Sue Brown Line Manager	
		Access to work computer remotely in order to facilitate working from home	Sue Brown Line Manager	
		BYMT teachers encouraged not to enter office to restrict the number of people in contact.	BYMT staff	
		Photocopier removed to restrict number of staff entering office space.	BYMT staff	
		Employee should not approach reception desk and deal with any face to face visitor enquiries.	BYMT staff	
Remote attendance at meetings via Zoom or Teams whenever possible.	Employee / Line Manager			
Surface transmission		Work surfaces to be disinfected and hand sanitiser used frequently.	BYMT staff	6
		Employees work- station not to be used by others	Sue Brown Line Manager	

13. Residual Risk rating

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

Likeliho more less	5					
	4					
	3					
	2					
	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.

Date communicated to staff/volunteers: 1/09/2020

Signed :		Date:	3/09/2020
Name:	Gerald Sterling	Position :	CEO/Head of Service