

Planning document and Risk Assessment – update 5th August 2020

Research

Allowance for summer out of school activity:

Government: <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>

HSE: <https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm>

National Youth Agency <https://nya.org.uk/> 6th July – updating their readiness level in line with government guidelines

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/895922/S0540_Managing_infection_risk_in_high_contact_occupations.pdf - Sage from Kathy – reducing social connections outside of Bloco

Music specific information:

Brass Band England <https://www.bbe.org.uk/news/03072020-1519/update-bbe-statement-the-covid-19-pandemic-%E2%80%93-effective-4-july-2020> - updated 4th July 6 brass players outside with 3m spacing

UK Association for Music Education — Music Mark, <https://www.musicmark.org.uk>

<https://www.nfhs.org/media/3812235/covid-19-instrument-cleaning-guidelines.pdf>

Proposed Activity Brief

Face-to-Face

Summer Sessions to be organised in small group settings (8 in drums, 10 in pans, 10 in dance), following government guidelines and social distancing measures (as laid out in Risk Assessment). Sessions would be in drums, pans and outside dance only. Brass / woodwind will take place online only. Sessions will take place in staggered time frames to reduce social connectivity and allow for appropriate spacing in the venue. Outdoor space used for as much activity and breaks as possible where appropriate.

Online only

Summer Sessions to be organised via Zoom through the summer, a week of junior activity in brass and woodwind and a week of senior activity in brass and woodwind, drums and dance. The senior activity will be scheduled so that young people can participate in a face to face activity as well if they wish.

Example of a bubble schedule

Time	Daily Activity	
	Bubble 1	Bubble 2
11.00am	sign in / Game	
11.30am	Pan session	
12.15pm	break - outside	
12.30pm	Pan session	
1.15pm	home	
2.00pm		sign in / Game
2.30pm		Pan session
3.15pm		break - outside
3.30pm		Pan session
4.15pm		home

RISK ASSESSMENT

Our risk is calculated on the scale: 1-5 for likelihood x 1-5 for impact (1= low, 5=high)

The table shows the original scoring and the scoring with identified mitigation resulting in lower risk

Our mitigated impact is most likely to be the same as unmitigated, but the likelihood should be reduced.

We would expect the maximum risk to be no higher than 12

Failure to comply with the Risk Assessment from staff and or participants will result in a warning, and where necessary exclusion from the activity

The risk assessment has been viewed and assessed by independent parties including school teachers, Lambeth council, a Public Health Consultant, Youth Music, Arts Council, the Yellow Qube management, an a Retired Met Policy Quality Manager

items to purchase to help with risk mitigation:	Things we need to produce to help with risk mitigation:
Yellow vis jacket for door / break time staff Gaffer hazard tape for spacing paper towels Plexiglass screens (registration area) visor masks / face masks / Thermometer Signposts for bubble areas / social distance signs Cleaning materials for lunch tables / pans / drums PPE stuff for first aid person and cleaning person (if not professional cleaning crew)	Risk Assessment - done Infection control procedures - done Risk Assessment for staff particularly BAME – done Code of practise for team members - done Code of practise for participants - done Training for members of staff - done

Date of assessment 20th July 2020						
What is the hazard or risk	Who might be harmed	What are we already doing	What further action is necessary	When will action take place	Risk rating before	Risk rating after
1/ Risk of transmission of Covid-19 to people through close contact within the workshop space.	Members of staff and participants	<p>Communicate all social distancing measures to members of staff and participants prior to the workshop</p> <p>Monitor and update spacing guidelines from government and recommended practise in schools</p> <p>Make and share plans for each room we are working in</p> <p>Reduced size of participant group based on size of the room – (8 in drums, 10 in pans, 10 in dance)</p> <p>Siblings to be placed in same bubble</p> <p>Members of staff informed not to shout or raise their voices during sessions</p> <p>Participants will be in the same section bubble with the same staff member for the whole week</p> <p>Training session with all staff on 21st July</p>	<p>All musicians to be seated.</p> <p>All dancers to be dancing in their own 2-meter space</p> <p>Rooms to be set with the chair and instrument prior to participants arriving in the appropriate spacing.</p> <p>Hazard tape to mark out the floor space of 2m around each chair/dancer and walkways.</p> <p>All staff to wear provided visors</p> <p>Tutors of bubbles to be 2 m in front of the first row of participants.</p> <p>Windows to be kept open in all the room for ventilation</p> <p>Participants to be informed of the procedure for routes going in and out of each workshop room to avoid pinch points.</p>	<p>Set up of space on 24th July</p> <p>First day of activity 27th July</p>	4x3=12	2x3=6

What is the hazard or risk	Who might be harmed	What are we already doing	What further action is necessary	When will action take place	Risk rating before	Risk rating after
2/ Risk of transmission of Covid-19 to people through lack of hygiene	Members of staff and participants	<p>Communicate all hygiene measures to members of staff and participants prior to the workshop</p> <p>Monitor and update hygiene guidelines from government and recommended practise in schools</p> <p>Make and share plans for toilet and sink allocations for each workshop space – limit number of people in the toilet at one time.</p> <p>Choreography to avoid hand to face contact and floor contact</p> <p>Dancers to come to workshop in their dance clothes, no changing on site</p> <p>Employ H&S administrator to oversee all the extra guidance and support staff in delivery of safe hygiene</p>	<p>Specify toilet locations to members of staff and participants for each workshop space and remind them how many people allowed in the toilet at one time.</p> <p>Remind all members of staff and participants to wash their hands when they arrive, before they go in to a session, at the end of a session, before break/lunch, after break/lunch, at the end of the day before travelling home and when they get home.</p> <p>Place hand washing reminder posters in toilets near sinks</p> <p>Place handwash in the toilets</p> <p>Place hand sanitiser and tissue box in each room</p> <p>H&S administrator to periodically sanitise toilets, ensure rooms are stocked with necessary items, remind participants and staff of the rules</p>	<p>Set up of space on 24th July</p> <p>First day of activity 27th July</p>	4x3=12	2x3=6

What is the hazard or risk	Who might be harmed	What are we already doing	What further action is necessary	When will action take place	Risk rating before	Risk rating after
3/ Risk of transmission of Covid-19 to people through participants who require additional assistance to participate	Members of staff, participants, and carers	<p>Communicate all additional measures for participants with additional needs to members of staff and participants prior to the workshop</p> <p>Only inviting previous participants to attend, so we have a relationship with the family and know their risks and needs</p> <p>Complete individual risk assessments for any participant who needs additional assistance to establish whether their needs can be facilitated safely</p> <p>Consider the best way for these participants to engage in activity alongside other participants</p> <p>Provide additional PPE for those members of staff working in this section</p>	<p>Specify all rules and guidelines to participants who need additional assistance clearly, and regularly in each session. And communicate these specifics to all other participants in a sensitive way.</p> <p>Ensure close and accessible toilet and hand washing facilities for the room used by these participants</p>	<p>Set up of space on 24th July</p> <p>First day of activity 27th July</p>	4x4=16	3x4=12

What is the hazard or risk	Who might be harmed	What are we already doing	What further action is necessary	When will action take place	Risk rating before	Risk rating after
5/ Risk of transmission of Covid-19 to people through sharing of instruments	Members of staff and participants	<p>Communicate all additional instrument sharing measures to members of staff and participants prior to the workshop</p> <p>Enough Pans and drums available for no sharing to take place on these instruments</p> <p>Ensure enough pan sticks, drumsticks and straps available for no sharing.</p> <p>Set up of workshop space on get-in day to allow for instruments to be left in the same position at the end of each day for the next day.</p> <p>Cleaning of instruments with appropriate materials at the end of each day and a wipe over of sticks by participants.</p>	<p>Each participant in the drum and pan section will be allocated an instrument which has been set up in the room. The instrument will be for their sole use and left in the same position until the end of the activity.</p> <p>Each drum/pan participant will be given a strap and sticks that they will leave on top of the instrument each day.</p> <p>Staff will each have their own drum / pan to demonstrate on. There will be no demonstrating on participants instruments.</p> <p>More thorough cleaning of instruments to take place on the changeover between junior and senior activity</p>	<p>Set up of space on 24th July</p> <p>First day of activity 27th July</p>	5x3=15	2x3=6

What is the hazard or risk	Who might be harmed	What are we already doing	What further action is necessary	When will action take place	Risk rating before	Risk rating after
6/ Risk of transmission of Covid-19 to people through sharing of equipment	Members of staff and participants	<p>Communicate all additional equipment sharing measures to members of staff and participants prior to the workshop</p> <p>All Pan players who use music to be given an individual music stand, so no sharing is required.</p> <p>Ensure members of staff and participants bring their own pencil, phone charger, laptops – no sharing or lending of personal equipment</p>	<p>Participants informed to use their own music stand without sharing if required.</p> <p>Members of staff and participants to be constantly reminded not to share equipment.</p> <p>H&S administrator to check each room is being managed effectively to ensure no sharing takes place and support on any adaptations to spacing or requirements for extra equipment</p>	<p>Set up of space on 24th July</p> <p>First day of activity 27th July</p>	5x3=15	2x3=6

What is the hazard or risk	Who might be harmed	What are we already doing	What further action is necessary	When will action take place	Risk rating before	Risk rating after
7/ Risk of transmission of Covid-19 to people through socialising during lunch or break times	Members of staff and participants	<p>Communicate all additional break, lunch and scheduling measures to members of staff and participants prior to the workshop</p> <p>Planning of activity ensures no lunch breaks required for participants. Only short outdoor breaks scheduled. No unplanned breaks will be given.</p> <p>All breaks will take place outside</p> <p>Sessions no longer than 45 minutes.</p> <p>If multiple sessions are happening in the same venue the sessions will be scheduled so that groups take breaks at different times to avoid interaction across sections.</p> <p>Purchase / create social distancing signage for break space to ensure spacing still monitored.</p> <p>Any staff who are on site during lunch breaks will be required to socially distance.</p> <p>H&S administrator will clean down staff lunch area after it's been used</p>	<p>Outside break spaces allocated to each section.</p> <p>The members of staff with the participants will break with them. No additional staff will cover breaks.</p> <p>Members of staff and participants will be required to bring their own water bottle to the workshop.</p> <p>Jugs will be at Yellow Qube for Keiran to administer as no children allowed in the kitchen.</p>	First day of activity 27 th July	4x3=12	2x3=6

What is the hazard or risk	Who might be harmed	What are we already doing	What further action is necessary	When will action take place	Risk rating before	Risk rating after
8/ Risk of transmission of Covid-19 to people through members of staff or participants attending who may be experiencing symptoms or live with someone experiencing symptoms	Members of staff and participants	<p>Communicate all additional preventative and tracing measures to members of staff and participants prior to the workshop</p> <p>All staff trained in our 'infection control procedures'</p> <p>Staff trained in symptoms and tracing guidelines from government and Lambeth council guidelines</p> <p>Individual Risk Assessment completed with all members of staff. Staff of moderate risk allocated to online activity.</p> <p>Advise participants to use facemasks if they are over 11 and do not have a health reason prohibiting them</p> <p>Siblings to be placed in same bubble</p>	<p>Remind members of staff and participants daily to not attend if they have Covid-19 symptoms or anyone in their household does, and to inform Kinetika Bloco immediately if they experience symptoms at any time during the dates of the sessions.</p> <p>Take the temperature of every member of staff and participant each morning. This only indicates fever, but will instigate removal if they are at that level.</p> <p>All members of staff to wear protective visors during activity</p> <p>Participants to wear face masks when they can during activity. (keep up to date with government guidelines on this)</p> <p>Be ready to turn people away and or shut down sessions if someone displays symptoms or positive tests come back.</p>	First day of activity 27 th July	4x3=12	3x3=9

What is the hazard or risk	Who might be harmed	What are we already doing	What further action is necessary	When will action take place	Risk rating before	Risk rating after
9/ Risk of sun exposure if activity is to take place outside	Members of staff and participants	<p>Communicate all additional outside measures to members of staff and participants prior to the workshop</p> <p>Ensure all participants bring their own sun protection equipment so that no sharing is required – sun cream, hat, sunglasses</p> <p>Emergency bottles of water on site for participants who forget to bring water</p>	<p>Participants reminded to wear hats / sunglasses / sunscreen if they are going outside</p> <p>Members of staff to try and find shaded areas to use outside if possible</p>	First day of activity 27 th July	4x4=16	2x4=8

What is the hazard or risk	Who might be harmed	What are we already doing	What further action is necessary	When will action take place	Risk rating before	Risk rating after
10/ Risk of transmission of Covid-19 to member of staff covering First Aid	Member of staff responsible for first aid	<p>Communicate all additional first aid measures to members of staff and participants prior to the workshop</p> <p>Encourage participants to bring their own supply of plasters and tissues.</p> <p>Provide training for the member of staff delivering first aid in how to wear and use PPE.</p> <p>Multiple sets of disposable visors, face mask, gloves and apron available on site for first aider to use for any potential contact with participant with symptoms.</p> <p>Space available for anyone who does feel symptoms – see ‘Infection control procedures’ document</p>	<p>Participants reminded to be careful during break activity to prevent first aid requirements</p> <p>Only member of staff responsible for delivering first aid to keep and give out first aid requirements</p> <p>Lambeth SEND stay and play medical volunteers to be briefed for supporting young people and first aider</p>	<p>Set up of space on 24th July</p> <p>First day of activity 27th July</p>	4x3=12	2x3=6

What is the hazard or risk	Who might be harmed	What are we already doing	What further action is necessary	When will action take place	Risk rating before	Risk rating after
11/ Risk of transmission of Covid-19 to others during drop off and pick up time at the beginning and end of each day	Members of staff, participants, and family members	<p>Communicate all additional drop off and pick up measures to members of staff and participants prior to the workshop</p> <p>members of staff with visors and high-vis vests to be at the drop off and pick up point to see participants into the building and remind them of rules</p> <p>Entry points to be staggered for sections depending on venue / room they are using</p> <p>Advise members of staff and participants to think about their travel to and from Summer School and avoid public transport where possible</p>	<p>No parents, siblings or friends permitted in the Bloco activity space.</p> <p>Registration / welcome / games to take place in their section</p> <p>Staff member for the bubble to bring their group to the gate at the end of their session to hand over to parents</p>	<p>Set up of space on 24th July</p> <p>First day of activity 27th July</p>	4x3=12	2x3=6

What is the hazard or risk	Who might be harmed	What are we already doing	What further action is necessary	When will action take place	Risk rating before	Risk rating after
12/ Risk of transmission of Covid-19 to others during registration point	Members of staff and participants	<p>Communicate all additional registration measures to members of staff and participants prior to the workshop</p> <p>No payments are being taken for summer activity. People can donate online if they want to.</p> <p>All paperwork (permission/medical forms) to be filled in and emailed to Kinetika Bloco prior to Summer School.</p> <p>Medical and Emergency contact information to be put into a spreadsheet and each team member who needs it to keep their own personal copy that will be destroyed at the end of the course.</p> <p>plexiglass screen set up for registration table, but registration to also take place outside if possible</p> <p>All registrations to have been booked prior to summer school and grouped – no one allowed to just turn up on the day</p>	<p>Code of conduct and Rules of activity to be shared in the section rather than collectively</p> <p>Clear and full registers to be kept for assistance with NHS Track and Trace if required</p> <p>Daily registers to happen in section bubbles rather than one central point</p>	<p>Set up of space on 24th July</p> <p>First day of activity 27th July</p>	4x3=12	2x3=6

What is the hazard or risk	Who might be harmed	What are we already doing	What further action is necessary	When will action take place	Risk rating before	Risk rating after
13/ Risk of transmission of Covid-19 to others during loading and unloading of van and set up of spaces	Members of staff	<p>Communicate all additional unload and set up measures to members of staff and participants prior to the workshop</p> <p>set up day on Friday 24th July - crew will wear gloves, face coverings and ensure hygiene procedures are followed before and after activity.</p> <p>All equipment to be unloaded from the van to the main space first. Then equipment for each room to be moved from the main space to the section space.</p> <p>Instruments to be unloaded and positioned in activity formation, cases to be stored away from activity area to avoid extra equipment getting contaminated or in the way.</p> <p>All drums and pans to be cleaned with appropriate cleaning materials once they have been positioned.</p> <p>All gloves to be disposed of.</p>	Get out at the end of the activity to happen with the same order and measures	<p>Set up of space on 24th July</p> <p>First day of activity 27th July</p> <p>Last day of activity 7th August</p>	5x5=25	3x3=9

What is the hazard or risk	Who might be harmed	What are we already doing	What further action is necessary	When will action take place	Risk rating before	Risk rating after
14/ Risk of transmission of Covid-19 to friends and family during sharing	Members of staff, participants, and family members	<p>Communicate all additional measures in our risk assessment to parents prior to the workshop</p> <p>Sharing only to happen if weather allows for it to be outside</p> <p>Socially distanced seating or standing areas to be set out for family groups to ensure 2m space kept between different households.</p> <p>Set pathways for friends and family to come into the sharing area.</p> <p>members of staff with visors and high-vis vests to direct friends and family</p>	<p>Staff member for the bubbles to bring their groups into sharing space and manage participants leaving with family members at end.</p> <p>No family or friends allowed into the building</p>	<p>Set up of space on 24th July</p> <p>Sharing days of 31st July and 7th August</p>	4x3=12	2x3=6

What is the hazard or risk	Who might be harmed	What are we already doing	What further action is necessary	When will action take place	Risk rating before	Risk rating after
15/ Risk of transmission of Covid-19 to people through playing of brass and woodwind instruments	Members of staff	<p>Communicate all social distancing measures to members of staff prior to the workshop</p> <p>Monitor and update spacing guidelines for professional musicians from government</p> <p>No brass and woodwind face-to-face sessions for participants</p> <p>Only professional staff allowed to play brass and woodwind at face to face sessions</p> <p>Brass and woodwind only to take place outside with no more than 6 members of staff</p> <p>2m spacing to be between each staff member and no playing front facing towards others</p> <p>Training session with all staff on 21st July</p>	<p>Cones to mark out the floor space of 2m between staff members.</p> <p>Any staff member playing a non-brass instrument with brass players to wear provided visors</p>	<p>Set up of space on 24th July</p> <p>First day of activity 27th July</p>	4x3=12	2x3=6

What is the hazard or risk	Who might be harmed	What are we already doing	What further action is necessary	When will action take place	Risk rating before	Risk rating after
16/ Risk of transmission of Covid-19 to others during evacuation of building	Members of staff and participants	<p>In the event of an emergency evacuation, it is important for members of staff and participants to understand they do not have to stay 2 metres apart e.g. fire, explosion, security threat etc.</p> <p>Registration at muster point will take place in the section by the staff member.</p> <p>Social distancing will be enforced at the muster point and sections will be required to stay in their groups.</p> <p>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>	All members of staff to receive an emergency evacuation reminder on the first day of activity	First day of activity 27 th July and during programme	4x3=12	3x3=9

What is the hazard or risk	Who might be harmed	What are we already doing	What further action is necessary	When will action take place	Risk rating before	Risk rating after
17/ Injury to shins, knees, hands, arms or backs from playing the drums or steel pans.	participants	All participants will be briefed and trained in safe methods and posture for playing their particular drum or pan. Chairs will be provided	Staff will continually point out any potentially hazardous posture.	First day of activity 27 th July and during programme	3x2=6	2x2=4
18/ sickness or first aid requirements of participants not to do with Covid-19	Participants	We have collected medical forms for all participants and will have a medical kit on site	The Project Manager will the contact the venue managers in case of any incidents on site for recording First aider provided with additional PPE as listed above to provide safety for member of staff and participant	First day of activity 27 th July and during programme	3x3=9	3x2=6

Infection Control Procedure

As laid out by Lambeth Council for summer activity: *'Where the child, young person or staff member tests positive, NHS Test and Trace will speak directly to those they have been in contact with to offer advice. This advice may be that the rest of their class or group within the setting should be sent home and advised to self-isolate for 14 days'*

<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#what-happens-if-there-is-a-confirmed-case-of-coronavirus-covid-19-in-a-setting>

If we get a case or suspected case and want advice, we can email Tom Cunningham on publichealth@lambeth.gov.uk and contact London Coronavirus Response Centre (LCRC) if a staff member, parent or child tests positive **0300 303 0450**

What to do if a member of staff or participant shows symptoms of Covid-19 during Kinetika Bloco activity:

- If a member of staff or participant shows symptoms of Covid-19 during the activity, then they will leave the site immediately.
- The Member of staff responsible for the section (or the other member of staff, if it is a member of staff showing symptoms) will direct the participant to the designated infection room and then inform the Project Manager.
- The Project Manager will contact the participants parents.
- 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
- Participants who need to be collected by a parent will wait in the designated infection room until the parent arrives.
- Members of staff or participants showing symptoms will be asked by Kinetika Bloco 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 participants who were in the same section can continue attending

What to do if a participant who has been on site during Kinetika Bloco activity tests positive for Covid-19:

- If a participant tests positive for Covid-19, then all other participants in their section must self-isolate for 14 days
- Our Risk Assessment should ensure that members of staff will not catch Covid-19 from the participant

What to do if you are vulnerable or extremely vulnerable to Covid-19:

- We have Risk Assessed all members of staff and we know about the individual issues that they have regarding Covid-19.
- We will ensure all affected members of staff are assigned to activity to keep them safe.
- We have sent NHS Risk Assessment information to all participants to help them decide on their medical risks and their ability to attend face-to-face activity.

What to do if a family member of a participant who has been on site during Kinetika Bloco activity tests positive for Covid-19:

- Follow the advice given by NHS track and trace as to who must self-isolate within the family

Code of practice for Kinetika Bloco Members of Staff at Summer Activity

1. Do not attend Kinetika Bloco if you suspect that you (or any of those you live with) may be coming down with Coronavirus symptoms: follow self-isolation procedures.
2. On arrival at the Kinetika Bloco activity immediately wash your hands thoroughly before going into any activity.
3. Remember that this way of working is as new to Kinetika Bloco and the participants as it is to you. Accept that there will be slips and honest mistakes on both sides and take the opportunity to learn from them.
4. Read Kinetika Bloco's risk assessment for COVID-19 before the project starts and listen to any additional measures with respect to the venue we are using; ask about anything you do not understand and abide by the control measures specified.
5. Find out what Kinetika Bloco's infection control procedures are; follow them and make use of any protective items Kinetika Bloco provide for your safety.
6. Find out, before you need to know, what to do if you or one of the participants fall ill.
7. If you think that a child may be showing symptoms of Coronavirus, stop the activity and report your concerns to the Kinetika Bloco Project Manager immediately
8. We will be teaching outside if it is practical and weather permits at times, be prepared with hat, sunscreen, sunglasses and clothing that covers you
9. Maintain 2m or more distance from other people at all times, including participants, but do it kindly!
10. We are setting up the rooms to control layout and ventilation to direct airflow away from both you and the participants but not at the expense of normal safeguarding or health and safety considerations: i.e. do not block fire escapes.
11. If you feel the room does not allow for sufficient distancing, explain this to Kinetika Bloco. If we cannot find a reasonable alternative you are able to decline at any point and still receive pay for the session you have travelled to.
12. You may consider wearing a face covering while you are teaching. We will provide plastic face visors.

13. Avoid touching participants instruments. If you absolutely have to touch their instrument, wash your hands straight after. But as much as possible the participant should manage the instrument, stick and straps themselves.

14. Once Steel pans and drums have been set up and spaced out at the beginning of the session avoid touching them again until the end. Where possible we will leave instruments in place if a session carries on beyond one day. If you absolutely have to touch their instrument, wash your hands straight after. But as much as possible the participant should manage the instrument themselves.

16. Make the participants wash their hands thoroughly before and at the end of each session

17. Stick to the agreed timetable

18. Wash your hands thoroughly before and after each session and on leaving the project.