



RISK ASSESSMENT: 17th September 2020 COVID-19 Secure Rehearsals

This risk assessment is designed to cover many different scenarios and risk mitigations in running ensemble rehearsals and individual instrumental tuition in a way that ensures that the activity meets the standards of being COVID-19 secure as set out in guidance from the Government and, in particular, the Department for Digital, Culture, Media and Sport.

Please also note that this deals specifically with the risks associated with COVID-19 and not items that are covered under our usual risk assessment, available to view at <https://www.youngmusicmakers.co.uk/policies>. Please note that this is a **dynamic risk assessment** and will be updated regularly as per government guidance and/or new research comes to light.

It is important to stress that while YMM will make every effort to assess and minimise the risk, in-person tuition will never be entirely free of risk of contracting COVID-19 and that by agreeing to in-person lessons, students accept this risk.

Company	Person undertaking assessment	Date of assessment	Date of next review
Young Music Makers	Rebecca McChrystal	17/09/2020	18th Oct 2020 (or sooner if Government advice changes)

Scope of activity, location and time

The key principles underpinning this risk assessment are:	Date/time of rehearsal	Type of rehearsal (select all that apply)	How many in attendance?
<p>To take all reasonable measures based on the latest advice and guidance to limit the risk of infection and transmission of Coronavirus for all students and accompanying adults during Young Music Makers (YMM) in-person activities. To fulfil the expectations around the resumption of playing activities, delivering face-to-face rehearsals ensuring that the rehearsal takes place under COVID-19 secure regulations.</p>	<p>Saturdays, term-time, 0800-1600</p>	<p><input checked="" type="checkbox"/> Small Group <input checked="" type="checkbox"/> Sectional <input checked="" type="checkbox"/> Full Band</p>	<p><1-4> Small Group <5-10> Sectional <11-20> Full Band</p>
<p>If a student, accompanying adults, self-employed contractor or YMM staff member has had a positive COVID-19 test within the last 2 weeks, or if they have experienced any of the following symptoms within the last week:</p> <ul style="list-style-type: none"> ● A temperature above 37.8°C ● A dry persistent cough that has developed during the week ● A loss of taste or smell (anosmia) <p>Or if any member of your household has presented any of the above symptoms within the last 2 weeks:</p> <p>They must not attend YMM and should seek medical advice either by contacting their GP or calling 111 to seek advice.</p>	<p>Location</p> <p>La Sainte Union School, Highgate Road. NW5 1RP.</p>	<p>Who is acting as the event host?</p> <p>Registered business or venue Young Music Makers London Ltd - incorporated non-profit and registered charity.</p>	

Associated guidance

Government guidance:

DCMS Performing Arts guidance

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts#arts-4-1>

Protective Measures for out of school settings for children

<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>

Meeting people from outside your household

<https://www.gov.uk/guidance/meeting-people-from-outside-your-household-from-4-july>

Cleaning in a non-healthcare setting

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

First aid guidance

<https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

Brass Bands England guidance:

<https://www.bbe.org.uk/news/14082020-1018/bbe-offers-sector-support-advice-the-latest-covid-19-pandemic-guidelines-dcms-%E2%80%93>

Music Mark Guidance:

<https://www.musicmark.org.uk/resources/music-unlocked-guidance-for-schools-and-music-providers/>

MU Guidance:

<https://www.musiciansunion.org.uk/Home/Advice/covid-19/music-teaching#England>

La Sainte Union risk assessment.

What are the hazards?	Who is at risk and how would they be harmed? (e.g. members, public, contractors - transmission of virus etc.)	What is currently done to reduce/control the risk?	Risk level (High, Medium, Low)	What more can be done to reduce any risk?	Action by whom	By when?
PLANNING AND PREPARATION OF THE REHEARSAL SPACE						
<p>1. INDIRECT TRANSMISSION OF CORONAVIRUS THROUGH SURFACE CONTAMINATION</p> <p>1a) preparation of building.</p>	All in attendance	<p>LSU will manage the provision of handwashing sanitisers, a full Friday evening clean after school and a Saturday clean after YMM leaves.</p> <p>From LSU risk assessment: “National framework requirement: Decide the approach to enhance hygiene (for example, toilet use, hand washing) and decide on policy related to usually shared items (for example, books, toys, practical equipment). Actions (hygiene) Ensure adequate supplies of soap, paper hand towels and hand sanitiser, with stock monitoring and re-ordering procedures set up. Ensure soap and hand towels are regularly topped up at all washing stations. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Ensure proper handwashing and hand sanitiser technique are prominently displayed at all stations, as directed by NHS guidance. Site staff to clean the hand washing facilities between 12 and 1pm, cleaning company to clean them once a day. Alcohol hand sanitiser provided at reception / entrance/ exit and should be used by all persons when entering/leaving. Tissues will be provided for classrooms. Staff to replenish as needed. Ensure bins are provided for tissues in every classroom. Ensure catch it, bin it, kill it message is displayed, discussed and understood in each class. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p>	L		LSU (replenish supplies on Friday and after- hours cleaning Friday & Saturday via Tenon)	Ongoing each week

<p>1. INDIRECT TRANSMISSION OF CORONAVIRUS THROUGH SURFACE CONTAMINATION</p> <p>1b) Actions enhanced cleaning schedule of building</p>	<p>All in attendance</p>	<p><i>National Framework requirement: Decide what an enhanced cleaning schedule looks like and how it will be implemented in your school (for example, how often, when/if an additional clean is necessary) and how you will ensure sufficiency of supplies.</i></p> <p>Actions (cleaning) A cleaning schedule will be implemented throughout the site, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Thorough cleaning of rooms at the end of the day.</p> <p>Cleaning protocol is as follows: Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day.</p> <p>For a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). See PHE advice the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Manufacturer’s instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>When cleaning a contaminated area Cleaning staff to:</p> <ul style="list-style-type: none"> ● Wear disposable gloves and apron ● Wash their hands with soap and water once they remove their gloves and apron ● Fluid resistant surgical mask if splashing likely 	<p>M/L</p>		<p>YMM: high contact points including musical instruments</p> <p>LSU: Deep clean.</p>	<p>Ongoing each week</p>
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<p>Attendees bring COVID-19 into the venue</p>	<p>All in attendance – transmission of virus</p>	<p>Attendees are asked not to attend if they have any likelihood of having the disease.</p> <p>If attendees have had a positive COVID-19 test within the last 2 weeks, or have experienced any of the following symptoms within the last week:</p> <ul style="list-style-type: none"> ● A temperature above 37.8° C ● A dry persistent cough that has developed during the week ● A loss of taste or smell (anosmia) <p>OR if attendees live with someone who has symptoms or tested positive, someone in their support bubble has symptoms or tested positive, they are told to self-isolate by NHS Test and Trace, they must not attend YMM and should seek medical advice either by contacting their GP or calling 111.</p> <p>Attendees will be allowed back into YMM upon receipt of a negative test result.</p> <p>If a student or tutor develops Covid-19 symptoms following a rehearsal they should follow NHS advice on testing and the track & trace process and contact the YMM administration when advised:</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</p> <p><18 Students and parents can access NHS 111 online which is an online interactive and personal checklist:</p> <p>https://111.nhs.uk/covid-19</p> <p>See also: suspected case on site.</p> <p>Majority of attendees are local, though all will be urged to come via non-public transport, i.e. walk, cycle, car, where possible.</p>	<p>H</p>	<p>Email guidelines to students and their families in advance</p> <p>Outside, covered reception area set up at the beginning of the one-way system to</p> <ul style="list-style-type: none"> • check symptoms • ensure all use sanitiser before entry. • ensure all take note of one-way system and new tutor room plan 		<p>Ongoing each week</p>
<p>Attendees bring COVID-19 into the venue</p>	<p>All in attendance – transmission of virus, focus on YMM staff or self-employed contractors</p>	<p>STAFF - in addition to measures above, all self-employed contractors and employed staff are required to agree and adhere to a “safety contract” with a clear list of expectations, including considerations for their safe journeys into work. Staff will be consulted on this during an early September briefing.</p> <p>Set-up team members will have a similar, separate briefing, including the use of masks and regular handwashing during their shifts.</p>	<p>H</p>			<p>14th Sep</p>

Risks to more vulnerable members	Those with weakened immune systems or health risks or caring for those with increased risk – transmission of virus	Make members aware that attendance is not compulsory to prevent inadvertently pressuring members who, for their own reasons, would be best not attending. Online solutions will be considered for at risk students if they still wish to participate with their music lesson.	M/H			Ongoing
Risks to more vulnerable members	Those with weakened immune systems or health risks or caring for those with increased risk – transmission of virus. Focus on YMM staff or self-employed contractors	Staff are not required to disclose medical conditions, but age and ethnicity have been considered when rooming tutors and assessing their specific ensemble work. Please see appendix 1) "Room plans". Home working solutions will be considered.	M/H			Ongoing
Staffing levels	All in attendance - fully-manned reception desk	All self-employed contractors encouraged to have a list of DBS-checked deps, who can step in if they are ill or isolating. Administrative Team: plan for absence in place in the event of SD, MD and/or FOH being unable to attend, including AA and trustees coming in to support.	M	Cleaner and FOH assistant appointed	RMC	Done
Adherence to rules within YMM	All in attendance – transmission of virus	Actions: Update behaviour policy and staff guidance, upload on Drive and share at staff meeting Communicate the rules and expectations to staff, students and parents Reinforce the rules through daily teacher reminders Display the rules prominently through the school and at the gate In addition, parents are informed that, should their child find it difficult to adhere to social distancing rules, they will be sent home by the senior leader on site and parents will be asked to keep them at home until they are ready to comply.	M	Letter sent 09/09/2020. Reminder to parents 17/09/20.	RMC	17th Sep ongoing

Lack of Awareness of PHE	All in attendance – transmission of virus	<p>Posters will be displayed in suitable places around the site.</p> <p>Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</p> <p>Ensure good, clear communications with students/parents/carers/staff and wider community.</p>	M/L		LSU / RMC	Ongoing
Provision of First Aid	All in attendance – transmission of virus	<p>It is accepted that 2m social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. the person in need could apply cold pack, wipe, plaster where able to do so.</p> <p>Those administering first aid should wear PPE appropriate to the circumstances, ie. gloves, apron, mask.</p> <p>Wash hands and ensure the affected area is cleaned upon completion.</p> <p>See also ‘Suspected case whilst working on site’.</p> <p>First aid delivered at site of injury, or Hallion foyer area if a student approaches there.</p> <p>First aid room to be used ONLY in suspected cases of COVID-19.</p>	M/L	Check provisions generally.		Ongoing

<p>Suspected case on-site</p>	<p>All in attendance – transmission of virus</p>	<p>Considerations for protocol: 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</p> <p>Isolation rules https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance :</p> <ul style="list-style-type: none"> ● If you have symptoms of COVID-19 however mild, you must self-isolate for at least 10 days from when your symptoms started. You should arrange to have a test to see if you have COVID-19 – go to testing to arrange. Do not go to a GP surgery, pharmacy or hospital. ● If you live with others, all other household members must stay at home and not leave the house for 14 days. ● On receipt of a negative test result, a pupil or staff member may return. <p>Testing is available for all staff, pupils who are eligible to return to school, and their households.</p> <p>If anyone in our setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance. Tutors to call the YMM phone immediately if they suspect they, or their students, are ill.</p> <p>Children will be escorted by the first aider to the first aid room, with the window open and ensure appropriate adult supervision is in place while they await collection. They will liaise with the YMM admin team to contact their emergency contact. The designated bathroom is the disabled toilet, which will be disinfected using standard cleaning products and following the COVID-19: cleaning of non-healthcare settings guidance before being used by anyone else.</p> <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs) - <i>Gloves, masks and aprons are available at Hallion Foyer.</i></p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped a child with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, they should be tested) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p>	<p>M/H</p>	<p>Create half-page document for YMM admin team, to know how to respond.</p>		<p>Ongoing each week</p>
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Emergency procedures (fire alarm activations etc)	All in attendance – transmission of virus	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period).</p> <p>Try to maintain 2m separation at assembly area (where space permits). Reiteration of messages to occupants:</p> <ul style="list-style-type: none"> • during tutor briefings • tutors to talk each group through social distancing on tennis courts in first two weeks of term. 	L	Add to briefing	RMC	Ongoing

Premises safety	All in attendance – transmission of virus	<p>LSU will ensure all ‘normal’ tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. <i>Ensure all key services are operational.</i> Fire alarm tests carried out weekly (every Friday, records in logbook) New Legionella risk assessment carried out by PH water (20-22 May) Flushing of all outlets maintained 3 times a week. Temperatures satisfactory acc.to monthly service.</p> <p>YMM PAT testing organised (Sep 1st 2020) Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.) – this is communicated to staff in hand with ventilation of rooms</p>	L			Ongoing PAT test 1st Sep 2020
Close proximity	All in attendance – transmission of virus	<p>Rehearsal space is checked to ensure that 2m social distancing can be maintained. Several site visits have taken place over the summer, to confirm use of specific spaces for specific groups and instruments and to establish the maximum capacity which can accommodate 2m social distancing in each room.</p> <p>Larger groups with immediate change overs will be housed in spaces with outside exits, allowing for space to queue, distanced, in the fresh air.</p> <p>See also Appendix 1) “Room plans”.</p> <p>Face coverings must be worn by ALL ages in the corridors to avoid transmission when leaving rooms to an indoor corridor. Tutors should be allowed to ask that face masks remain on inside if they feel more comfortable.</p> <p>Drop off: Parents and students advised that punctuality is key, but not to arrive early to drop off. Pick up: All lessons finish 5 minutes early to allow fresh air into the room.</p>	M	Move time of Beginner Rhythm 30-minutes earlier or move to hall.	AH RMCC and YMM tutor team	Sep 7th
Playing facing each towards other members increases transmission risk	All in attendance – transmission of virus	Use side-to-side positioning (rather than face-to-face) whenever possible.	L			Weekly

Transmission of COVID-19 as aerosols in enclosed spaces	All in attendance – transmission of virus	Where possible, rehearsals will be held in outdoor spaces, or large ventilated classrooms. 40+mins rehearsals for brass/wind/choirs to contain ventilation breaks - this could be a break to go outside, or a part of rehearsal where they put masks on and do some listening work.	M	Use of bell covers for wind and brass.		weekly
Close proximity for longer than necessary	Individual operating sign-in – transmission of virus	Register and contact details collected in advance for contact tracing.	L			Weekly
Transmission of COVID-19 via contact with surfaces	Persons tidying up – transmission of virus	Building cleaning detailed above. In addition to their instrument, all students should bring their own stand where possible, a cloth (or similar) into which they can absorb the water (condensate) from their own instrument and a suitable waterproof bag into which the cloth may be kept.	L	Checklist sent to all members in advance: <ul style="list-style-type: none"> ● Instrument (we recommend regular cleaning, once every 2 weeks minimum) ● Stand ● Cloth (and waterproof bag) ● Hand sanitiser ● Face covering ● Bell coverings (if inside) ● Music 		Weekly
Transmission of COVID-19 as aerosols in enclosed spaces	All in attendance – transmission of virus	Ask all attendees of secondary age (11, in yr7 and over) asked to wear face coverings (unless medically exempt) when moving around the building. Staff asked to wear clear face shields whilst in their classroom. If staff prefer to keep a mask on as an additional measure, it must be the clear variety used by the deaf community to ensure clear communication.	M			Weekly

Transmission of COVID-19 via contact with surfaces	All in attendance – transmission of virus	All chairs to be set out in advance of members arriving, ensuring 2m social distancing, avoiding players facing each other.	L			Weekly
Transmission of COVID-19 via contact with surfaces	All in attendance – transmission of virus	Shared chairs and/or instruments to be wiped by tutors at the end of rehearsal. It is agreed that moving from a group to individual lesson allows time for chairs and tables to be wiped as said individual student sets up. Groups that are back-to-back are generally smaller and chair set up can be arranged and labelled with simple colour coding in advance. Assistant hired to clean handwashing facilities and to support tutors with cleaning shared equipment.	L	Ideally change time of BR to 30-mins earlier. Create Schedule for cleaning	AH RMCC	Sep 7th Sep 16 th Ongoing
Transmission of COVID-19 via contact with surfaces	All in attendance – transmission of virus	Use easily cleanable chairs (i.e. not fabric) to reduce risk.	L			Weekly
Transmission of COVID-19 via contact with surfaces	All in attendance – transmission of virus	No sheet music to be handed out to players in rehearsal; digital copies should be sent in advance and can be printed at home (in accordance with copyright legislation) or viewed on a tablet/electronic device.	L			Weekly
Transmission of COVID-19 as aerosols in enclosed spaces which increases with time in enclosed spaces	All in attendance – transmission of virus	Taking steps to improve ventilation and, whenever possible, through the use of mechanical systems and opening windows and doors.	M			Weekly

Emergency procedures (fire alarm activations etc)	All in attendance – transmission of virus	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period).</p> <p>Try to maintain 2m separation at tennis court assembly area (where space permits). Reiteration of messages to occupants:</p> <ul style="list-style-type: none"> • during tutor briefings • tutors to talk each group through social distancing on tennis courts in first two weeks of term. 	L		RMC	as needed
Premises safety	All in attendance – transmission of virus	<p>LSU will ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. <i>Ensure all key services are operational</i> Fire alarm tests carried out weekly (every Friday, records in logbook) New Legionella risk assessment carried out by PH water (20-22 May) Flushing of all outlets maintained 3 times a week. Temperatures satisfactory acc.to monthly service.</p> <p>YMM PAT testing organised (Sep 1st 2020) Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.) – this is communicated to staff in hand with ventilation of rooms</p>				weekly
ARRIVAL OF MEMBERS AT VENUE						
Transmission between members through close proximity and congregating before arrival	All in attendance – transmission of virus	<p>Students should queue at 2m distance, move directly to their designated seats to maintain spacing throughout the time in the venue, avoiding congregating at the entrance.</p> <p>Registers will be retained as per our GDPR policy, which is over 28 days.</p>	L/M			Weekly

Transmission between members through close proximity and congregating before arrival	All in attendance – transmission of virus	Car park for staff and disabled students only. Separate staff training on moving around the school, including considerate parking and register number of staff vehicles expected on site.	L/M	Followed up tutor safety contract		7th September
Transmission on surfaces between members	All in attendance – transmission of virus	Before arriving at the venue, students should sanitise their hands. Further supplies of hand sanitiser should be made available at the venue. Students reminded to carry hand sanitiser in their instrument cases.	L			Weekly
Transmission in aerosols between members	All in attendance – transmission of virus	Face coverings must be worn upon arrival at the venue and in the corridors, but may be removed once students are sat with instrument out, and only under the instruction of YMM tutors. Mask back on to pack away and leave the room.	L/M			Weekly
Members forget about safety measures over time, allowing transmission	All in attendance – transmission of virus	Tutors will issue verbal reminders to all students every week	L			Weekly
Members forget about safety measures over time, allowing transmission	All in attendance – transmission of virus	Reminders also to be given around hand washing and good respiratory hygiene ('catch it, bin it, kill it!').	L			weekly
Transmission from surfaces /other students	All in attendance – transmission of virus	Students asked to leave rehearsal space immediately. One indoor waiting area for parents, with chairs spaced out in large, ventilated hall, with outside entrance and exit.	M	Extra wipes / hand sanitiser available		weekly
Transmission via droplets due to insufficient spacing	All in attendance – transmission of virus	Floor markings for 2m social distancing and other signage should be used throughout the venue in all spaces in which members might congregate, such as entrances, waiting to sign in and the location of chairs.	L			weekly

USING TOILETS AT THE VENUE - IN LINE WITH LSU RISK ASSESSMENT						
Transmission via surfaces and aerosols through using and flushing toilets	All in attendance – transmission of virus	Students and accompanying adults should ensure 2m social distancing is maintained and that face coverings are worn when moving to use toilet facilities.	M			weekly
Transmission via surfaces and aerosols through using and flushing toilets	All in attendance – transmission of virus	Limit access to maintain 2m distancing and/or flow.	M			weekly
Transmission via surfaces and aerosols through using and flushing toilets	All in attendance – transmission of virus	Toilets should be operated on a one in, one out policy to avoid risks from transmission in small enclosed spaces.	M			weekly
Touching surfaces after using the toilet leading to transmission	All in attendance – transmission of virus	Students and accompanying adults should ensure thorough hand washing/use of hand sanitiser when touching surfaces (e.g. toilets, sinks, door handles...).	M			weekly
Touching surfaces after using the toilet leading to transmission	All in attendance – transmission of virus	Soap and disposable towels should be made available.	L			weekly
Touching surfaces after using the toilet leading to transmission	All in attendance – transmission of virus	Hand sanitiser should be made available.	L			weekly

Transmission via surfaces and aerosols through using and flushing toilets	All in attendance – transmission of virus	Clean toilets during event / frequent wipe down of surface.	M			weekly
DURING REHEARSAL						
Transmission through aerosols and touching shared surfaces increases with length of time spent together	All in attendance – transmission of virus	Limit the duration of social interaction before, during and after rehearsals.	M			weekly
Aerosol transmission increasing with time through accumulation	All in attendance – transmission of virus	Keeping the activity time involved as short as possible. Rehearsal timings with ‘ventilation’ breaks at least once an hour.	L/M			weekly
Transmission on surfaces between members	All in attendance – transmission of virus	Avoiding sharing equipment whenever possible and place name labels on equipment to help identify the designated user, for example, percussionists maintaining their own sticks and mallets.	L			weekly
Transmission through aerosols while playing	All in attendance – transmission of virus	Seating will be laid out so that all players will maintain a lateral distance of 2m. Those with forward-facing instruments (cornets, flugel, trombones) should, where possible, angle away from other players, but they should be no less than 2m from the player into whose back they are pointed.	M	Layout controlled by designated person(s) setting out chairs before players arrive.		weekly

Transmission through aerosols while playing	All in attendance – transmission of virus	Use side-to-side positioning (rather than face-to-face) whenever possible.	L			weekly
Transmission through aerosols while playing	All in attendance with particular risk to conductor – transmission of virus	Conductors should wear a face covering (material mask or transparent face shield) and maintain 2m distance while directing singers, wind and brass players, or 1m+ with percussion, strings and piano.	L/M	Pre-term tutor briefing on all COVID procedures, including behaviour management techniques to avoid raising voice & management of students in and out of the classroom.		weekly
Transmission through aerosols while playing	All in attendance – transmission of virus	Bell coverings should be used in rehearsal to reduce aerosol transmission risk (indoors only).	L			Weekly
Transmission through aerosols and droplets while playing	All in attendance – transmission of virus	Any discharge of condensate (water) from the instrument must be made entirely into the cloth that the individual player has brought, then stored in the bag which they use to carry the cloth.	L/M			Weekly
Transmission between members on surfaces	All in attendance – transmission of virus	Don't provide refreshments. Ask participants to bring their own if necessary.	L			weekly

AFTER REHEARSALS

Transmission if members are in close proximity	All in attendance – transmission of virus	Members should pack their own bags and cases as promptly as possible, respecting social distancing policies. Tutors to manage an orderly queue at the door to exit the room.	L	Reminders given to players to pack away quickly; socialising can take place after everyone has left the YMM premises. Tutor briefing on all procedures, including behaviour management techniques, management of students in and out of the classroom, before term starts.		weekly
Contamination of shared equipment following rehearsals or lessons	All in attendance – transmission of virus	Designated “spots” for each group to avoid sharing of chairs - i.e. sit on the blue spots for beginner recorder, red spots for recorder 1. Tutor or other designated YMM personnel to wipe down or spray any shared equipment, including chairs, after use. Separate SM52 microphones to be labelled to avoid shared use altogether for anyone who needs one (singers or tutors leading large groups). Aerosol spray provided for cleaning after use. Wipes provided for tutors to wipe down pianos between all lessons. All YMM equipment stored in the shed with 6-day break between use.	L	Members advised to bring their own stands, leads and amps, to avoid passing around equipment. All students have to sanitise hands before entering the room. Gaps between groups when possible to allow time for cleaning and drying naturally.		weekly
Transmission between members and other room users on surfaces	All in attendance – transmission of virus	Signage on all teaching room doors - only tutors to open and close doors. Tutors will disinfect door handles and high contact points with provided cleaning materials periodically.	L/M			weekly

PACKING AWAY AFTER REHEARSALS						
Transmission if members are in close proximity	All in attendance – transmission of virus	Members should pack their own bags and cases as promptly as possible, respecting social distancing policies.	L	Reminders given to players to pack away quickly; socialising can take place after everyone has left the YMM premises.		weekly
Contamination of equipment following rehearsal	All in attendance – transmission of virus	Designated person(s) should pack away and return chairs once the area is clear of members.	L/M	Members advised to bring their own stands to avoid passing around equipment.		weekly
Transmission between members and other room users on surfaces	All in attendance – transmission of virus	If rehearsing indoors, the floor and other surfaces must be cleaned.	L			weekly
Transmission between members and other room users on surfaces	All in attendance – transmission of virus	Upon leaving, the final member of the band to leave the room will spray and disinfect door handles and high contact points.	L/M			weekly

