

## Ffurflen Aseiad Risg Cyffredinol / General Risk Assessment Form

<b>Adran/Department</b>	Schools and Culture Service	<b>Rhif Aseu / Assessment No:</b>	
<b>Adain /Section</b>	Ceredigion Music Service	<b>Dyddiad /Date:</b>	Cliciwch neu daro yma i deipio dyddiad.
<b>Asesydd/Assessor:</b>	Geraint Evans	<b>Swydd/Position:</b>	

<p><i>Gweithgaredd / Proses</i> Activity / Process</p> <p><b>Face to face instrumental/vocal lessons.</b></p> <p>From Monday 28<sup>th</sup> of June the music service will be visiting schools again. This will be the first time since the lockdown began in March 2020. During this time, staff have been providing lessons through virtual means.</p> <p>All staff have been issued with the necessary PPE, this includes x2 pop up Perspex banners. They will also be taking part in the LFD programme.</p>	<i>Nifer a Phobl mewn Perygl</i> Number & Persons at Risk			
		<i>Gweithwyr</i> Employees	<i>Erail</i> Others	<i>Disgyblion</i> Pupils
	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2-5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6-9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	10+	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	<i>Gweithiwr /</i> Employee	<input checked="" type="checkbox"/>	<i>Gweithiwr unigol</i> / Lone Worker
	<input type="checkbox"/>	<i>Yn trin arian /</i> Handles Money	<input type="checkbox"/>	<i>Contractwr /</i> Contractor
	<input type="checkbox"/>	<i>Oriau</i> <i>anghymdeithasol</i> Unsociable hours	<input checked="" type="checkbox"/>	<i>Ymweld â safle /</i> Visit Premises
	<input type="checkbox"/>	<i>Delio â'r cyhoedd/</i> Deal with the public	<input type="checkbox"/>	<i>Staff ifanc sy'n</i> <i>agored i niwed /</i> Young vulnerable staff
<input checked="" type="checkbox"/>	<i>Person Ifanc /</i> Young Person	<input type="checkbox"/>	<i>Cyhoedd/Client /</i> Public / Client	
<input type="checkbox"/>	<i>Disgybl Ysgol</i> <i>Babanod /</i> Infant School pupil	<input checked="" type="checkbox"/>	<i>Disgybl Ysgol</i> <i>Gynradd /</i> Primary School Pupil	
<input checked="" type="checkbox"/>	<i>Disgybl Ysgol</i> <i>Uwchradd /</i> Secondary School Pupil			

*Perygl sy'n Ymwneud â'r Gweithgaredd / Proses*  
Hazard Involved In the Activity / Process

- Transmission of COVID-19 infection from staff to pupil and vice versa and from pupil to pupil.
- Transmission of COVID-19 infection from contact with potentially contaminated equipment
- Transmission of COVID-19 infection between Schools as staff travel from one site to another.

*Mesurau / Rheolaethau Diogelwch Presennol*  
Existing Safety Measures / Controls

Prior to attending

- The Music Service Manager is to ensure all CMS are participating in the Lateral Flow Testing programme; have been issued with LFDs and understand how to use them correctly and report the results.
- Staff will have completed the necessary eLearning modules,
  - Infection Prevention and Control
  - Staff Returning to School
- When Music Service staff have received their timetable, they should contact their designated school to confirm arrangements, including allocation of appropriate room/space. Staff should not attend schools without an agreed appointment.
- Staff should check on all safety requirements in place in the school they are visiting and comply as required:
  - Arriving on time
  - Reporting to reception on arrival
  - Washing/sanitising hands-on entering school
  - Sign in and provide contact details for TTP
  - Provide information on their health
  - Follow one-way routes through school
  - Wash/sanitise hands regularly during the visit
- Staff should always travel alone in their own vehicle
- CMS staff must not visit schools if they have any symptoms of Coronavirus
  - High temperature
  - New, continuous cough
  - Loss or reduction in sense of taste and/or smell
  - Have been required to self-isolate or have a current, positive LFT

While attending

- CMS are reminded to keep a record of their weekly timetables and attendance record of those in the event that the information is required as part of TTP process.
- Room used for lessons is to be confirmed on arrival by CMS to ensure it can accommodate the pupils present and maintain minimum 2m distance. The room should be well ventilated via open windows and doors and all chairs/stands are positioned (and remain) 2m minimum apart.
  - Consider using covered, outdoor space
  - Avoid using carpeted rooms or those with soft furnishings
  - Wind and brass instruments and vocal lessons should have a minimum 3m distance, due to the potential for aerosol generation. These lessons should be forward facing where possible.
- If an allocated teaching room does not allow for sufficient distancing for the activity, the issue must be reported to the school. If no reasonable alternative is offered, staff should politely decline to teach that session for the benefit of both staff and pupils. In this instance, Music Service staff should contact their line manager.
- CMS staff are to wear face coverings in all public areas, corridors etc. in secondary schools and in primary schools where 2m social distancing is difficult to maintain due to width and configuration of corridors.
- CMS staff are to teach pupils individually.
- Screens are to be used when undertaking lessons; the Music Services Manager is to ensure all CMS have the appropriate screens for use
- Pupils must wait outside the teaching room, observing social distancing, until otherwise instructed by staff.

- Staff to invite pupils into the teaching room (still observing social distancing) when ready. Pupils then to be instructed to use hand sanitiser and allocated a space for the lesson.
- If maintenance is required to a pupil's instrument, staff are to encourage pupils to do this themselves. Where this is not possible, they are to ensure the equipment is cleaned with sanitising wipes, with particular attention to the areas in close contact with the pupil's mouth/nose and hands washed immediately after
- At the end of the lesson pupils should collect all personal equipment and be dismissed whilst observing social distancing.
- Any issues regarding the behaviour of pupils (including social distancing) must be reported to the school immediately. Staff should also inform their line manager at the end of the school day

#### Cleaning

- Screens are to be cleaned after each session with sanitising wipes or disinfectant spray and blue paper roll.
- Before pupils enter the teaching room, staff must wipe down all lesson equipment e.g. music stands, pegs etc.
- Staff should encourage students to take special care in cleaning spit or condensation from instruments to prevent the spread of aerosol droplets. Provide students with blue paper so they may collect any spit/condensation from water valves etc., dispose in allocated waste bin, and wash/sanitise hands.
- After the lesson has finished staff must wipe down all lesson equipment e.g., music stands etc.

#### PPE

- It is the responsibility of CMS staff members to ensure that individual 'CMS PPE Bags' are taken on each school visit.
- CMS PPE Bags for staff will contain :
  - Disposable face masks
  - Face shields
  - Gloves
  - Antibacterial wipes,
  - LFT Kits
  - X2 Perspex pop up banners
- It is the responsibility of individual staff to check the levels of their PPE each week and request new supplies via their Line manager
- Service manager to order PPE and make arrangements for their distribution to CMS staff
- All used PPE should be disposed of in the waste bag and disposed of on site.

#### **Y Risg(iau) Gweddilliol (Ar ôl mesurau rheoli)**

*Os nad oes rhai, ysgrifennwch "Rheolaethau yn ddigonol" isod. Os oes risgiau'n dal i fodoli, nodwch isod a graddiwch y risg(iau) gweddilliol.*

#### **The Residual Risk(s) (After control measures)**

If there are none, write "Controls adequate" below.  
If risks still exist, detail below and rate the residual risk(s)

	<b>Tebygolrwydd Likelihood</b>	<b>x</b>	<b>Difrifoldeb Severity</b>	<b>=</b>	<b>Graddfa Rating</b>
Risk of viral transmission if control measures are not adhered to	4	x	4	=	16
Risk of viral transmission if control measures are adhered to	2	x	4	=	8
		x		=	
		x		=	

Tebygolrwydd Likelihood		Difrifoldeb Severity		Graddfa Risk Rating	
1	<i>Prin</i> Rare	1	<i>Dibwys</i> Insignificant	1-5	<i>Y risg leiaf – Cynnal mesurau</i> Minimal risk – Maintain measures
2	<i>Annhebygol</i> Unlikely	2	<i>Bach</i> Minor	6-10	<i>Risg isel – Adolygu risgiau</i> Low risk – Review risks
3	<i>Posibl</i> Possible	3	<i>Cymedrol</i> Moderate	11-15	<i>Risg gymedrol – Rheolaethau ychwanegol mewn 12 mis</i> Moderate risk – Additional controls in 12 months
4	<i>Tebygol</i> Likely	4	<i>O bwys</i> Major	16-25	<i>Risg Uchel – Gweithredu rheolaeth ychwanegol ar unwaith</i> High Risk – Additional control implemented immediately
5	<i>Bron yn sicr</i> Almost certain	5	<i>Trychinebus</i> Catastrophic		

### Gweithredu rheolaethau a monitro / Implementation of controls and monitoring

*Mae angen rheolaethau ychwanegol i leihau risg(iau) islaw graddfa risg o 10 /*

Additional controls required to reduce risk(s) below risk rating of 10

This risk assessment is to be revised in the event of an increase in local infection transmission rates or in the event of a change in Government guidelines.

*Cytunwyd ar reolaethau ychwanegol Do / Naddo (Os Do, manylwch ar y Camau i'w cymryd) /*

Additional controls agreed Yes / No (If Yes, detail the Action to be taken)

<i>Dyddiad targed ar gyfer gweithredu</i> Target date for implementation	<i>Llofnod – Rheolwr Llinell Cyfrifol / Pennaeth Cyfrifol</i> Signature – Responsible Line Manager / Head Teacher
Cliciwch neu daro yma i deipio dyddiad.	

### Adolygiad asesu / Assessment review

<i>Dyddiad gweithredu</i> Date implemented:	Cliciwch neu daro yma i deipio dyddiad.	<i>Rheolaethau yn Effeithiol</i> Controls Effective	<i>Ydyn / Nac ydyn</i> Yes / No
<i>Sylwadau / Comments:</i>			
<i>Dyddiad targed ar gyfer gweithredu</i> Target date for implementation	<i>Llofnod – Rheolwr Llinell Cyfrifol / Pennaeth Cyfrifol</i> Signature – Responsible Line Manager / Head Teacher		
Cliciwch neu daro yma i deipio dyddiad.			