



Chetham's  
School of Music

## Chetham's School of Music

Long Millgate  
Manchester  
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[www.chethamsschoolofmusic.com](http://www.chethamsschoolofmusic.com)

Joint Principals: Mr Tom Redmond & Ms Nicola Smith

Bursar: Mrs Sarah Newman

Chair of Governors: Mr Malcolm Edge

# COVID-19 Risk Assessment Summary

In line with government guidance, this document summarises the Risk Assessment that has been carried out by the School in response to the COVID-19 pandemic.

The School has followed full ISBA Risk Assessment policy guidelines, as well as performing an internal School Security Risk Assessment.

## **Testing Facility**

The testing area was developed in accordance with the Department of Health and Social Care COVID-19 standard operating procedure for mass testing with Lateral Flow Antigen Testing Devices in Schools and Colleges (2020).

The testing programme will be managed in line with the school's existing system of controls, including:

- Maintaining social distancing where possible;
- Promoting good hand and respiratory hygiene; and
- Keeping occupied spaces well ventilated

### Consent

Participation in the rapid testing programme will be voluntary and tests will only be conducted on staff and students for whom consent has been given.

### Data Protection

A small amount of processing of personal data will be required as part of the testing programme. All data will be protected in line with the school's Data Protection Policy, and will be destroyed shortly after with program is concluded as per guidelines.

From 8 March 2021 Testing can be done at home with self teting kits for staff and students.

## **Summary of Overall Risk Assessment in the COVID-19 Environment**

- The School Leadership Group is reviewing government advice daily, this is discussed and scenario planning occurring based on guidance.
- The School is fully open based on guidance, staff who are able to work from home partially are doing so to reduce the risk of infection.
- Clinically extremely Vulnerable employees and students should follow their clinician's guidance and are supported to work from home.
- Information is communicated regularly to parents, staff and students via a weekly 'Chets chat' email. Governors are sent key information and parents of returning students are contacted individually.
- Changes are reviewed by the governors in conjunction with the Joint Principals.

- Access to the School is controlled. Security will not allow anyone on site without prior appointment. Procedures are in place to allow staff and students to arrive at and leave from the site safely.
- All staff working on site have been briefed on correct Social Distancing (SD), face covering and other hygiene rules.
- Students and staff on site will continue to be briefed on SD, face covering and hygiene rules to ensure compliance.
- Sufficient supplies of hygiene materials are placed on site including sanitizer stations.
- All cleaning will be undertaken using the government guidelines for cleaning in a non-medical environment. Additional cleaning equipment to be issued to houses and dorms.
- There will be no shared instruments, students will be assigned practice rooms. Instruments will be kept in School for the full week until parental collection. Additionally, students will bring in their own stationery to prevent sharing; house staff will ensure compliance. Dedicated disinfectant and paper towels will be available in each classroom.
- Rooms are to be cleaned twice daily at times that fit in with the student movements.
- High risk areas will be monitored by the Domestic Services Manager.
- Rapid-sharing of information measures are in place to notify parents that their child will need to be collected immediately should the School need to close.
- Risks identified are discussed in daily debrief between staff on site and Joint Principal via phone. These are reviewed and re-assessed as needed.
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### **Summary of Students, Parent and Staff Risk Assessment in the COVID-19 Environment**

- Communications channels are in working order; the School is using email, Microsoft Teams and phone communication as required.
- The Joint Principals are leading on COVID-19 matters, whilst overall response is steered by the Leadership Group.
- Hygiene rules will be reviewed in daily debrief. The Lead Nurse and governors have approved training brief for staff on site and this has been delivered to all staff.
- No student will be allowed on site who is ill in any way. Regular health monitoring of day students and boarders to be carried out.
- Students to be supervised and kept in small groups, provision of larger play spaces in place for wet-weather play.
- One-way traffic system in place on staircases to ensure SD when moving between classrooms. Students will be supervised on corridors and in common rooms.
- Fit-to-Perform activities to take place outdoors or in atrium. No shared equipment and SD maintained. Classrooms setup to accommodate SD.

### **Summary of Pupils and Staff – Safety Risk Assessment in the COVID-19 Environment**

- School safeguarding appendix has been updated and published on School website.
- School DSL and ADSL remain easily contacted; staff and parents are in receipt of contact information.
- Co-existing with the Risk Assessment is a School COVID-19 specific plan, with updates communicated to parents.
- Remote education policy available on school website.
- New staff and students will be inducted and registered according to policy in safeguarding appendix.
- Sporting, play and SD rules will be explained to students; all staff to have briefing session.
- Drama lessons will take place in bubbles where possible with SD rules applied. Face coverings to be worn for general work, and taken off for performances. Musical activities to take place with SD rules applied and face coverings for non 'blowing' instruments.
- Face coverings to be worn by all (except years 4-6 and medically exempt) in communal indoor areas, including in lessons, and in places where SD is not possible.
- No face to face full staff meetings. Staff prepare their own food in their own accommodation or home. Use of communal spaces to be limited.
- Parents will drive onto site for drop-off and pick-up and are instructed to remain in their vehicles.
- Meal times will use SD rules. Depending on time of day, students to eat outside, in atrium observing SD or in their boarding houses with staff present.
- Students must bring in their own full drinks bottle if they need drinks throughout the day beyond those that are provided. They may wish to bring their own hand sanitizer, although this is provided at school.
- All house staff are first aid trained; nursing staff are not present on site but School Doctor contactable via phone and Lead Nurse available for liaison.
- Should a child become ill during the school day with COVID-19 related symptoms, they will be sent home for isolation; isolated in the medical centre until picked up.
- Parents will be responsible for long term medical conditions; first aiders to manage issues as they arise with patient tracking information available for the Head of House and Deputy Head of House.
- A temporary First Aid Room has been set up equipped with medical items.
- Gloves are to be used for cleaning down; staff are to wear face coverings in all communal areas following Government guidance. If first aid staff need to be in close contact with someone who is unwell, they have access to light PPE masks and reusable visors which can be cleaned after use. All domestic staff have appropriate PPE available to them and all have COSHH training.
- Lead nurse is collating a record of any staff or students who have tested positive for COVID-19.
- The School will undertake a review to record anyone who has come into contact with someone who has tested positive for COVID-19 prior to a full return.
- Temperature testing will be carried out each morning for boarders and by parents of students before school. In cases of suspected illness, additional temperature testing to be carried out in the medical centre.

- Students will be supervised by house staff to ensure observation of SD and hygiene rules; staff will check each other and be monitored by Head of House or line manager.
- Any contractors for essential work will be required to declare health status before access onto site; no workers on site will be in contact with students, SD and masks required of contractors.

### **Summary of Boarding Risk Assessment in the COVID-19 Environment**

- Boarding policies and procedures continue to be reviewed regularly and can be communicated where changes occur.
- Boarding staff are undergoing Food Hygiene certificate training, all are first aid trained and provided with light PPE in first aid situations.
- Staff ensure that separation and socialising rules are adhered to in the boarding house.
- New fire instructions which maintain SD when lining up.
- Laundry washers and dryers are able to cope with demand; parents have been given advice about washing clothes at the correct setting.
- Boarders have mobile phones and access to house phone if required.

### **Summary of Support Staff Risk Assessment in the COVID-19 Environment**

- Support staff in Security, Admin, Catering, Domestic and Maintenance teams are line managed by, and in regular contact with, the Bursar.
- Students will not be allowed in admin block, all other visits by appointment only in bursary areas.
- Domestic Services staff have COSHH training and materials.
- Cleaning regimes are reviewed regularly, conform to revised hygiene rules and are carried out under the supervision of the Domestic Services Manager.
- Security staff are isolated from contact as much as possible as a precaution; they will not have direct contact with students or parents under normal circumstances.
- All staff and students must use swipe cards when entering and leaving the School; Security staff will not sign in or out any staff or students.
- When teams of Domestic staff and Porters return to work, keys will be retained by the Domestic Service Manager who will allocate them to relevant staff daily.
- The turnstile at the entrance will be sterilised regularly as part of ongoing hygiene and cleaning procedures.
- Security staff will only use the small window in the lodge when dealing with enquiries, which will be protected by a sheet of Perspex to minimise the opening and reduce possible transmission.
- Contractors working under the management of Estates staff will be informed that they will not be allowed on site if they do not have the correct PPE.

### **Summary of Facilities Management Risk Assessment in the COVID-19 Environment**

- Waste procedures are under review and can be revised to increase bin collections if necessary.
- Pest controls are recorded every time an engineer is on site; pre-arranged services take place once per month. Any deficiencies and recommendations are passed on to the estates team to allow remedial work to take place.
- School minibuses should not be at full capacity. Students and staff to wear face coverings and sanitize before embarking. Only to carry students in the same bubble.