

BABY BEATS RISK ASSESSMENT - MUSIC CLASSES FOR 0-5s run by Laura Holden

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Working with others	<i>Myself, venue or setting staff, parents, children</i>	<i>Make a risk assessment of the event and venue, consider and identify all areas of potential areas of risk including entering and exiting the room.</i>	<i>To carry out my work taking into account the potential hazards & risks and where possible eliminate them or minimise the risk</i>	<i>Myself and liaison with the venue staff and parents</i>	<i>At point of booking venue and when parents book on to class</i>	
COVID 19 limiting personal exposure	<i>Myself, venue or setting staff, parents, children</i>	<i>Face covering worn by all while entering and exiting the building and moving around shared spaces e.g. corridors, toilets; Maintaining social distancing; clearly marked areas for each family; no sharing of instruments or props; wiping down mats after use; following venue guides; avoiding touching surfaces; wearing a visor during the class; wearing gloves for setting up for class; ventilate rooms by opening windows where possible, run classes outside if possible. Advance card-payment only so no handling of cash and ensures all families are pre-booked to control numbers.</i>	<i>Check situation at the venue/setting</i>	<i>Myself and liaison with the venue staff and parents</i>	<i>At point of booking venue and when parents book on to class, guidance at start of class</i>	
Checking if I show symptoms	<i>Myself</i>	<i>Following the Government & NHS advice</i>		<i>Myself</i>	<i>Daily</i>	
Protection when travelling	<i>Myself</i>	<i>Following the Government & NHS advice</i>			<i>Every class</i>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Maintaining cleanliness	<i>Myself</i>	<i>Carrying sanitiser & suitable wipes for instruments, equipment, surfaces etc; wearing gloves as necessary; ensuring instruments are not shared and all are put in a lidded box after use ready for sanitisation; limiting items taken to class; parents bring own prop bags where possible.</i>	<i>Clean venue after use and between classes;</i>	<i>Myself, parents</i>	<i>Every class</i>	
Cleaning instrument/s	<i>Myself</i>	<i>Carrying instruments boxed, cased or otherwise covered in transit; wiping down before and after performance; quarantining before cleaning if possible; allowing a new set of instruments per class; encourage families bring own prop bags if possible</i>	<i>Families will be able to purchase prop bags from Baby Beats, this must be done prior to class so items can be sent out and quarantined if necessary and limited handing out of items in class.</i>	<i>Myself, parents</i>	<i>Every class</i>	
Maintaining distancing	<i>Myself, venue/setting staff, parents</i>	<i>Ensuring maintenance of social distancing in class and whilst moving around venue; minimise joint handling of props/instruments by providing individual sets for families/prop packs; use electronic register on phone or tablet and pre-booking required; allocated places for families to sit marked by distanced mats.</i>	<i>Check venue has appropriate signage etc and cleanliness regime in place including for toilets; understanding amongst all that children under 5 are not expected to social distance and reassure parents of this & manage group expectations; encourage parents to bring minimal items to class & keep them away from other children.</i>	<i>Myself and liaise with venue and parents</i>	<i>Every class</i>	
Infection Risk between customers	<i>Myself, Venue/setting staff, parents, children</i>	<i>Collecting Track and Trace information from customers upon booking their class; taking an electronic register upon arrival; not permitting entry to class if anyone in the family feels unwell or displays symptoms; information sent to customers prior to class stating procedures and requesting they do not attend if unwell; requesting parents arrive at the allocated time and leave promptly to avoid congregating outside, entering when class in progress etc.</i>	<i>Check venue for additional requirements e.g. Temperature check, venue check-in, declaration form and advice parents as necessary.</i>	<i>Myself, parents</i>	<i>Upon booking and before and after every class.</i>	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Someone becoming ill in class	Myself, Venue/setting staff, parents, children	<i>We will not permit entry to class if anyone in the family feels unwell or displays symptoms and ask anyone feeling unwell to stay at home; information sent to customers prior to class stating procedures and requesting they do not attend if unwell; if anyone does feel unwell in class we ask that they leave promptly; if any child becomes unwell we will request that the family leave the class promptly</i>	<i>Additional cleaning products in case a child is sick in class, address group at start to remind them to leave if anyone feels unwell</i>	<i>Myself, parents</i>	<i>every class</i>	

