

Date: 28 <sup>th</sup> April 2021	Risk Assessment – ABRSM Music Examinations – 15 <sup>th</sup> & 17 <sup>th</sup> May 2021						
Hazard	People at Risk	Control Measures in Place	Likelihood of Occurrence	Risk Rating	Additional Control Measures Required	Date Completed	Revised Risk Rating
Parking – Social Distancing	Parents, guardians, and candidates	<ul style="list-style-type: none"> <li>Ample parking is available so that parents, students, staff, and examiner will be able to adequately socially distance when exiting their vehicles.</li> <li>Candidates will be advised not to arrive too early.</li> </ul>	Low	Low			
Mixing Cohort Groups	Students	<ul style="list-style-type: none"> <li>The exam timetable will be planned to reduce the contact between Year Groups.</li> <li>Between every candidate the warm-up room, door, music stand etc will be cleaned thoroughly by a steward.</li> <li>Students must not arrive 15mins before their allocated examination time.</li> <li>If student students arrive early they will need to wait outside for the warm-up (Swallows Rest) to become available.</li> <li>Access to examination and warmup rooms is restricted to VMTs and pupils <u>at the appointed time for their examination</u>. Where larger instruments need dropping off (i.e. harp), students will be met at the door by VMTs or exam steward. No parent may enter The Birtill Hall or Swallows Rest.</li> </ul>	Low	Low			
Room size and social distancing	Students, Teachers, and Examiner	<ul style="list-style-type: none"> <li>The Birtill Hall will be used as the examination room to allow for effective social distancing.</li> <li>Singing, Woodwind and Brass: Must maintain extra distance (at least three metres), paper towel is provided to catch water droplets and spittle. Windows to remain open at all times.</li> <li>Only one student to be allowed in a warm-up room at a time. Windows to remain open.</li> <li>All three rooms in Swallows Rest will be used to maintain social distancing if necessary.</li> </ul>	Low	Low			

		<ul style="list-style-type: none"> <li>In waiting areas (foyer of Birtill Hall) staff and candidates must maintain 2 metres social distance, or wait outside if appropriate.</li> </ul>					
<b>Shared Equipment</b>	<b>Students and VMTs</b>	<ul style="list-style-type: none"> <li>The examiner will be provided with a digital piano so that he does not need to share the same instrument as the students and accompanist.</li> <li>The grand piano and music stand will be wiped down between each candidate by the examiner.</li> <li>An additional lidded bin will be located in the Birtill Hall for disposal of paper towels.</li> <li>Two music stands will be provided: one for aural tests and one for the candidate's music.</li> <li>The exam will provide plastic sheets to stop transfer of droplets on to examination resources.</li> </ul>	<b>Low</b>	<b>Low</b>			
<b>Mixed use of lavatories and washing facilities</b>	<b>Students, Teachers and Examiner</b>	<ul style="list-style-type: none"> <li>Primary girls to use the BH foyer lavatories.</li> <li>Senior girls to use the Lecture Theatre foyer lavatories.</li> <li>Boys to use the BH foyer lavatories.</li> <li>Staff to use the Swallows Rest.</li> <li>All facilities to be given a thorough clean at the end of 14/5/21 and the morning of 17/5/21</li> <li>All basins are provided with ample soap for hand washing.</li> <li>The examiner will use The Grange staff lavatories.</li> </ul>	<b>Low</b>	<b>Low</b>			

Assessed by E W Swindell 28<sup>th</sup> April 2021.  
(signed digitally)