Music Performance at Royal Holloway

Coronavirus (COVID-19): A guide
Table of contents

1 Overview

2 Health and Safety Principles
   i. Taking Responsibility
   ii. Breakdown of our three strands

3 Face Coverings

4 COVID-19 Risk Assessment (College-wide)

5 Music Performance at Royal Holloway
   i. Overview
   ii. Public events
   iii. Solo instrumental activity
   iv. Small music group activity
   v. Large music group activity
   vi. Singing
   vii. Instrumental and vocal lessons

6 Music practice COVID-19 Risk Assessment

7 Concert Office and general queries

8 Music Group Rehearsal Checklist & Agreement

Overview

Royal Holloway University of London is open with social distancing measures in place for individual music-making, one-to-one teaching and opportunities for students to receive world-class performance opportunities.

The health and wellbeing of our community is our top priority and protective measures have been put in place to help ensure the safest possible use of the building at this time. This includes requiring all staff and students to wear facemasks on campus. We will continue to monitor the situation closely.

We expect a wide range of College facilities to be operational by September 2020. Our focus will be on providing space for music-making activities on campus and a blend of in-person and digital delivery of as many activities as possible. To support this, we are planning a flexible curriculum for the autumn that will enable students to benefit from our world-leading teaching and facilities while keeping safe, as well as taking advantage of our digital learning environment.

From September, we will be resuming our performance programme with social distancing measures in place. We will facilitate student music-making both with classmates and the roster of celebrated visiting artists who will be coming to the College to work with us. The programme includes a wide range of solo and chamber music, with the hope of moving to large group, festivals and public events from the spring (circumstances dependent).

Some of these projects will use blended approaches with both live and digital interaction, harnessing all the additional benefits that online resources can bring. Our autumn international concert season will include specially commissioned films and an expanded programme of streaming and recording to share our performances, student opportunities and other activities with global audiences.
From January 2021, dependent on Government, industry and College advice, we are planning to reintroduce more face-to-face and group activity onsite, except where we think digital delivery is better for students and staff alike.

Royal Holloway is a highly creative and adaptable community of exceptional students, professors and staff.

To see how the Royal Holloway arts community has pulled together to create music remotely follow #FestInterrupted or #RHULConcerts on social media.

**Health and Safety Principles**

There are three strands to our College-wide response for a safe campus for all:

- **Hygiene.** Coronavirus (Covid-19) can be spread through touching contaminated surfaces and then the face. To break this chain, the surfaces must not become contaminated and if they are, individuals must not touch them and then their face.

- **Social distancing.** Most cold and flu-like diseases are spread in part through airborne droplets. Social distancing is a means of reducing this spread. It also serves to reduce the number of people present and so the overall risk.

- **Wellbeing and mental health.** These are challenging times for most people and so additional support for mental health and managing stress is more important than ever.

The Executive Board has set College-wide controls to meet these aims. This includes College policies and processes applicable to all students, staff and visitors.

Under these top-level controls, each school, department or building will complete a detailed risk assessment to ensure that these principles are met in their area. This could involve a range of measures that could include staggering start times, implementing one-way systems, and reconfiguring offices.

These risk assessments are being reviewed by the Health and Safety Office prior to re-opening.

The final part is the individual responsibility that every student and member of staff has to comply with the controls and not attend campus if they are unwell.

**Taking responsibility and a breakdown of our three strands**

<table>
<thead>
<tr>
<th>Group</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Executive Board</td>
<td>• Set overall principles and whole College controls.</td>
</tr>
<tr>
<td>Departments</td>
<td>• Apply principles and controls as required</td>
</tr>
<tr>
<td></td>
<td>• Review reasonable adjustments for disabled colleagues</td>
</tr>
<tr>
<td>Individuals</td>
<td>• Comply with the College controls – washing hands, using face coverings, not coming to campus unless required.</td>
</tr>
<tr>
<td></td>
<td>• Self-isolate and request testing if experiencing any symptoms.</td>
</tr>
</tbody>
</table>
Face Coverings

Government advice

The guidance makes a clear distinction between Personal Protective Equipment (PPE) and face coverings. The former is a control measure specified within a risk assessment; such items are required to meet a defined standard. PPE must not be used to control the risk from Covid-19 outside of clinical settings. A face covering is any form of cloth that covers the ‘mouth and nose while allowing you to breathe comfortably’.

Face coverings may be ‘marginally beneficial’ in ‘some circumstances’, although they do not offer protection to the user but instead help reduce the spread of infection. This ignores the psychological aspect that wearing a face covering will have for some students and staff. The perception of the College, and our values, based on our position must also be considered. This is particularly important for our students from countries where face coverings are commonly used.

Finally, the guidance states that the face coverings should be supported if employees chose to wear them. There is a list of information that should be provided to staff about the safe way to use face coverings. This has been included at the bottom of this section. A key point is that face coverings should be washed each day; practically this means each person will require a minimum of two.

Position

Within the sector there have been three positions discussed with reference to face coverings, broadly to: mandate, encourage, or allow. It is recommended that Royal Holloway actively encourages their use, including a suitable campaign by Marketing and Communications, supported by clear visible leadership and aligned to the support that Human Resources (HR) will provide around the return to campus. In terms of health and safety, if something is mandated then it must occur; supervision is required to ensure compliance and there must be sanctions for non-compliance. This would be a difficult to manage in this case and would result in numerous issues with few benefits. Likewise, to only allow the use of face coverings, without encouraging them, does not address the perception and psychological benefits of their use.

The College will provide 2 reusable face covering to every member of staff and student at no charge.

Information to be provided to staff and students on face coverings

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it;
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands;
- Change your face covering if it becomes damp or if you’ve touched it;
- Continue to wash your hands regularly;
- Change and wash your face covering daily;
- If the material is washable, wash in line with manufacturer’s instructions. If it’s not washable, dispose of it carefully in your usual waste;
- And practise social distancing wherever possible.

College COVID-19 Risk Assessment

This assessment covers the top-level controls applicable across the College and will be supplemented with further information in School, Department, or area specific risk assessments.

<table>
<thead>
<tr>
<th>Group</th>
<th>Hazard</th>
<th>Response</th>
</tr>
</thead>
</table>
| Ingestion / inhalation of Covid-19 from contaminated surfaces | • Staff information sheet provided to everyone returning to Campus outlining the key hygiene controls.  
• Hand washing facilities are provided at every building in use.  
• Hand sanitiser is available at key locations based on footfall makes hand washing by everyone impractical.  
• Buildings will be cleaned each day and toilets a minimum of twice each day. | Low Med MED Yes |
| Risk to Staff from Covid-19 | Inhalation of Covid-19 | • Staff information sheet provided to everyone returning to Campus outlining the key social distancing controls.  
• Signage in all locations being used reminding people of the requirement to social distance, based on 2m.  
• It is suggested that everyone keeps left while moving around the campus.  
• Face coverings available for all staff (as of mid-August). The use of face coverings is strongly encouraged.  
• Staff and students have been asked not to attend if they have the symptoms of Covid-19. Anyone displaying symptoms will be told to return home. If required Security will attend to assist.  
• Guidance outside all lifts suggesting they not be used unless required.  
• Face-to-face meetings should not be conducted where possible.  
• Guidance has been provided on the layout of offices to ensure suitable social distancing and desk separators will be provided where required. | Low Med MED No (1) |
| Disproportionate effect of Covid-19 for those with specific health conditions | All rooms. Those staff who are clinically extremely vulnerable must not attend campus. Any staff who are known to be pregnant must not attend campus. HR guidance has been provided to managers, including a route for occupational health assessment, for staff. It can be found on the Staff Intranet. The usual system for Reasonable Adjustments is still in effect and changes to adjustments can be discussed with their Line Manager. An Equality Impact Assessment has been completed by HR. | Low | High | MED | Yes |
| Disproportionate effect of Covid-19 for those with a disability | | Low | Med | MED | No (2) (3) |
| Increased risk of exposure for those working in certain roles | Criteria defined for those Staff at Increased Risk of Exposure within the RTC HS Guidance document, which can be found on the Staff Intranet. Mandatory training for all staff who are at Increased Risk of Exposure. | Med | Med | MED | Yes |
| Effect on mental health from anxiety around Covid-19 | Risk assessment and information provided to staff through a range of communication methods including: staff newsletter, staff intranet, EAP information is required to be included in all Covid-19 risk assessments. Staff with a specific concern can discuss them with their Line Manager. Line Managers can amend working patterns to avoid commuting during the busiest periods. Free car parking is available on campus, capacity is being increased by up to 25%. The College has lobbied TFL, through London Higher, to ensure capacity for HEIs. | Low | High | MED | Yes |
| Additional risk from Covid-19 through commuting | Room layout in teaching spaces has been defined where possible and the lecturer will use a specific desk, minimising the number of people contacting it. | Low | Med | MED | Yes |
| Risk to Students and Staff through exposure to a confirmed case of Covid-19 | Ingestion / inhalation of Covid-19 from contaminated surfaces or inhalation of Covid-19 | • Any student or member of with symptoms of Covid-19 will be required to return home.  
• They will not be permitted to return to campus until they test negative for the virus or are cleared by PHE / the NHS.  
• Where possible their main place of work will be closed for 72 hours and then thoroughly cleaned.  
• Where this is not possible, and additional assessment will be carried out.  
• Touch point that the person may have reasonably touched will be cleaned with a specialist cleaning substance. This is caustic and is not suitable for general cleaning. | Med | Med | MED | Yes |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk to Students</td>
<td>Ingestion / inhalation of Covid-19 from</td>
<td>• Hand washing facilities are provided at every building in use.</td>
<td>Low</td>
<td>Med</td>
<td>MED</td>
<td>Yes</td>
</tr>
</tbody>
</table>
| Increased risk to staff providing first aid cover from Covid-19 | Ingestion / inhalation of Covid-19 from contaminated surfaces or inhalation of Covid-19 | • First aiders are all trained to complete a primary assessment, considering ‘danger’ to themselves as the first step.  
• First aiders are all trained in the use of gloves and masks to protect themselves from pathogens and contaminated liquids and provided with these items within first aid kits.  
• First aiders have been provided information from St Johns Ambulance on providing first aid during Covid-19, including on the provision of CPR | Low | Med | MED | Yes |
| Inhalation of Covid-19 | | • Staff will be provided with a face visor if requested for use when teaching.  
• Room layout has used 2m social distancing for all lecturers and 1m for students to give additional protection.  
• Specified room layout will be displayed outside of the room and must not be changed. | | | | |
| From Covid-19 contaminated surfaces | • Hand sanitiser is available at key locations based on footfall makes hand washing by everyone impractical.  
• Buildings will be cleaned each day and toilets a minimum of twice each day. | Low | Med | MED | Yes |
|---|---|---|---|---|---|
| Inhalation of Covid-19 | • Signage in all locations being used reminding people of the requirement to social distance, based on 2m.  
• It is suggested that everyone keeps left while moving around the campus.  
• Face coverings available for all staff (as of mid-August). The use of face coverings is strongly encouraged.  
• Staff and students have been asked not to attend if they have the symptoms of Covid-19. Anyone displaying symptoms will be told to return home. If required Security will attend to assist.  
• Guidance outside all lifts suggesting they not be used unless required.  
• Where queueing is required the correct distances will be marked on the floor.  
• Staff who enter student residences are required to wear a face covering. | Low | Med | MED | Yes |
| Disproportionate effect of Covid-19 for those with specific health conditions, a disability, or a specific anxiety around the virus | • Information provided to all students through a range of methods including: email, welcome pack information, the Student Intranet, and the College app.  
• Student Advisory and Wellbeing can provide a range of services to students with specific conditions.  
• Student PEEPS will be provided as per the usual process with Covid-19 taken into account. | Low | Med | MED | Yes |
| Additional risk from Covid-19 through commuting | • Free car parking is available on campus, capacity is being increased by up to 25%.  
• The College has lobbied TfL, through London Higher, to ensure capacity for HEIs. | Low | Med | MED | No (4) |
| Risk to Students in teaching spaces from Covid-19 (in addition to controls outlined above) | • Room layout in teaching spaces has been defined to ensure social distancing.  
• Cleaning wipes are provided in every teaching space to allow self-cleaning of workstations to give confidence it has been completed.  
• Nitrile gloves will be provided in PC Labs or areas with shared equipment. | Low | Med | MED | Yes |
| Risk to Students in residences through a member of their household contracting Covid-19 | Inhalation of Covid-19 | • Bins, with lids, will be provided in each teaching space.  
• Guidance provided to teaching staff on the importance of starting and ending lectures on time to minimise queueing.  
• Where appropriate, a one-way system will operate in teaching spaces.  
• In PC Labs desk separators will be provided.  
• Natural ventilation is available in all rooms. | Low | Med | MED | Yes |
|---|---|---|---|---|---|---|---|
| Risk to Visitors from Covid-19 | Ingestion / inhalation of Covid-19 from contaminated surfaces or inhalation of Covid-19 | • Any student with the symptoms of Covid-19 will be required to return to their residence.  
• They will not be permitted to return to campus until they test negative for the virus or are cleared by PHE / the NHS.  
• Where possible their main place of work will be closed for 72 hours and then thoroughly cleaned.  
• Where this is not possible, and additional assessment will be carried out.  
• Any student with the symptoms of Covid-19 will be asked to self-isolate in their room or move to a special room in the Hub, depending on the specific situation.  
• All other members of the household will be required to self-isolate or apply for testing, in line with the current Government advice. | Med | Med | MED | No (5) |
| Risk to Contractors working on Campus from Covid-19 | Ingestion / inhalation of Covid-19 from contaminated surfaces or inhalation of Covid-19 | • Visitors to campus are not currently permitted unless deemed essential and approved by Senior Management. | Very Low | Med | LOW | Yes |
Music Performance at Royal Holloway

Overview

Music performance is at the core of our provision at the Department of Music and we are ensuring that our world-class performance opportunities for students and International Concert Series for you and the wider community is still at the heart of our activities for the coming year, with a few alterations to ensure the safety and wellbeing of you:

- From September 2020, we will be resuming the majority of our performance programme with social distancing measures in place, prioritising the health and wellbeing of our community at all times. The programme will initially focus on solo and chamber performances, broadening out to larger group music making, festivals and side-by-side opportunities as the academic year progresses.
- We have found ways to facilitate student music-making both with classmates and the roster of celebrated visiting artists who will be coming to the College to work with us.
- Visiting artists for 2020/21 include the Tippett Quartet, CHROMA Ensemble, Fidelio Trio, violist Shiry Rashkovsky, oboist Olivier Stankiewicz and jazz musicians Matthew Herd and Tom Taylor.
- Many of our upcoming projects will use blended approaches with both live and digital interacting, harnessing all the additional benefits online resources can bring.
- Our autumn international concert season will include specially commissioned films based on a wide variety of genres and specialisms at Royal Holloway, including two events in partnership with our 2020–21 concert partners, the Young Classical Artists Trust, Contemporary Music for All and Chamber Music on Valentia, plus an expanded programme of streaming and recording to share our performances, masterclasses and other activities with global audiences.

Public events

We are naturally having to look at our public facing events for the coming year as a College, therefore, to ensure the safety and wellbeing of students, staff and our wider community we are implementing the following steps:

- Public facing events will be ‘digital first’ between now and 17 January 2021;
- There will be no public tickets for events on campus until 17 January 2021, where our public facing provision will be revisited in line with Government and College advice;
- Events normally accessible to a public audience may be live streamed or pre-recorded and any such event will have a pre-planned on campus location, where possible;
- Student recruitment events will operate according to this plan, where attendees will be coming to campus by ‘invitation’ and will be required to pre-register as usual;
- Regular religious services and commercial events are not within the scope of this plan.
Music practice

Bearing all of the above in mind, below are some points particular to the practice and rehearsal of your voice/instrument for the foreseeable future. Much of this will be familiar to you as you follow guidelines on campus in general and in the Music Department. Rehearsals, and any kind of performance, will have to be adapted to include fewer performers, be limited in duration with breaks, and with relevant adherence to social distancing. As an additional precaution to mitigate against these risks, stricter adherence to cleaning guidelines and face coverings is recommended. Most of these guidelines rely on the individual’s responsibility of each participant to adhere to these guidelines at all times.

Solo instrumental practice and rehearsal

Organisation

- Booking of practice rooms to be made online via Resource Booker to ensure “contact-free” bookings. Facilities staff to patrol the building to ensure the correct use of practice rooms.
- Each room will be equipped with a shared keyboard cleaning kit (where applicable) and a clear Perspex partition screen (dimensions: 1800mm x 1000mm).
- Try as much as possible to use rooms designated for single occupancy. Please refer to separate Social Distancing – Room Capacities document for more information. Room capacities will also be displayed in each room.
- If possible, please ensure the space you are using is well ventilated by opening a window for fresh air.

Equipment

- Bring your own music stand and only use your own music and equipment.
- In order to ensure flexible and safe music practice, there will be no music stands available in any of our rehearsal and teaching spaces. The Department of Music can provide a portable music stand for first-study instrumentalists and singers (excluding piano/organ) to those enrolled onto one or more of these courses: MU1118, MU2205, MU2210, MU3407, MU3393, MU5535, MU5509, MU5539 or you can bring your own personal music stand.
- Second study instrumentalists/vocalists will be required to bring their own stand for Department ensemble activity in which they might be taking part. If you foresee an issue with this, please do get in touch with nathanjames.dearden@rhul.ac.uk as soon as possible.
- Number of chairs and stands in each room limited with all excess stands and chairs removed.
- All spaces with a shared keyboard instrument to be equipped with a keyboard cleaning kit for individual’s present in a space to clean the keyboard responsibly. Guidelines outlining the process will be included in each kit.

Further measures

- Strict handwashing policy in operation upon entering the College, with signage and clear one-way system to direct people to facilities (where applicable).
- Wind and Brass instruments – ensure you have your own cloth to soak up any condensate and take away with you after use.

For full information about the use of one of our practice spaces for solo instrumental rehearsal, please read thoroughly the following risk assessments: RA – MUPerfo1: Small practice rooms and RA – MUPerfo7: Using shared instruments and musical equipment.
Small music group activity (2 – 8 people)

*Please refer to the guidelines above, plus consideration of social distancing measures. These will be outlined in each suitable rehearsal space.*

The below are guidelines for student-led ensembles, for staff-led ensembles, and for any ad hoc group music practice or rehearsal with 2 – 8 people. Please note the conductor, group leader or nominated representative will be responsible for the organisation of the following guidance, overseeing the guidance within a space and enacting the guidance (please also see page 43):

### Organisation

- One member of each ensemble will have responsibility to ensure that they fully understand and implement the guidelines and that these are shared with and understood by each member.
- The designated member will be responsible for reporting to the Performance Manager the membership of the ensemble as soon as fixed and outline the Room Bookings procedures.
- Booking of practice rooms to be made online via Resource Booker to ensure “contact-free” bookings. Facilities staff to patrol the building to ensure the correct use of practice rooms.
- All rooms in Woodlands, Woodlands Cottage and Engineers Cottage will have 3 metre markings on the floor and drawings suggesting the layout and capacities, dependent on the make-up of your ensemble (instrumental/vocal/mixed). 3 metres should be aimed for and certainly no less than 2m for singing, wind and brass. Varying social distancing mappings will be displayed in each practice and rehearsal space.
- Chairs (if needed) should be laid out in advance of the rehearsal by the designated member.
- If there is a conductor they must stand a minimum of 3 metres from the nearest singer/wind/brass instrument.
- The designated manager will aim to ensure ventilation of spaces as detailed below, that any keyboards and screens that have been used have been cleaned before vacating the space.
- Most of these guidelines rely on the individual responsibility of each member to adhere to these guidelines at all times.
- Any ensemble member with symptoms of COVID-19 must not take part and must follow the general college advice to remain at their residence. If they have participated in rehearsals with a group in the last seven days, they should also follow College procedures.

### Spacing

- There must be no face-to-face performance and should be side-by-side or in a semicircle.
- If a second row is required they should be at least 2 metres behind the front row and placed carefully so as not to be projecting directly into the head of the person in front.
- Be careful to maintain social distancing around crowded areas like doorways and not to congregate between sessions.
- Face mask are encouraged to be worn when moving between your assigned space and another other of the space and/or building.
- Clear signage will be posted in each space on best practice for positioning of musicians, where the room is needed for more than one individual.

### Duration

- No rehearsal session should last longer than 1-hour before taking a break of a minimum of 15 minutes.
Ventilation

- Ensure that the space you are performing in is as well ventilated as possible with doors and windows fixed open where possible.
- During a break, air must be allowed to circulate in the room.
- When a room is being ventilated during a break, there should be no individual remaining in the room. However someone should remain within sight of the room for security purposes.

Equipment

- No personal music scores, pencils, water or other equipment should be shared with another student or staff member.
- Each student is required to bring their own music stand to rehearsal/practice.
- All spaces with a shared keyboard instrument to be equipped with a keyboard cleaning kit for individuals present in a space to clean the keyboard responsibly. Guidelines outlining the process will be included in each kit.

Further measures

- Strict handwashing policy in operation upon entering the College, with signage and clear one-way system to direct people to facilities (where applicable).
- Performers should wear face coverings when not playing/singing and particularly at the end of a session
- When available in a given space, protective screens can be used. Please enquire with nathanjames.dearden@rhul.ac.uk to loan additional screens.

For full information about the use of one of our practice spaces for solo instrumental rehearsal, please read thoroughly the following risk assessments: RA – MUPerfo2: Large practice rooms and RA – MUPerfo7: Using shared instruments and musical equipment.

Large music group activity (9 or more people)

*Please refer the guidelines outlined above for small music group activity but with special consideration for booking of suitable spaces. All bookings for music groups with 9 or more people must be booked through nathanjames.dearden@rhul.ac.uk, where further guidance will be given.*

Please note the conductor, group leader or nominated representative will be responsible for the organisation of the outlined guidance above, overseeing the guidance within a space and enacting the guidance (please also see page 43).

For full information about the use of one of our practice spaces for large music group activities, please read thoroughly the following risk assessments: RA – MUPerfo3: Large performance & rehearsal spaces, RA – MUPerfo4: Storage Facilities and RA – MUPerfo7: Using shared instruments and musical equipment.
Singing

The following guidelines must be adhered to in the performance of choral music or with vocal ensembles which are student-led

Please note: there are separate measures for the Chapel Choir

Overview

Whilst recent research may prove that singing is no more responsible for the distribution of particles or aerosols into the atmosphere than talking, there are concerns about the general build-up of potentially harmful aerosols in a choral setting. Rehearsals, and any kind of performance, will have to be adapted to include fewer singers, avoiding too much loud singing, be limited in duration with breaks, and singers will also need to be carefully distanced from each other. As an additional precaution to mitigate against these risks, stricter adherence to cleaning guidelines and face coverings is recommended.

Spacing

• Singers should be positioned side-by-side either in one line or in a large semi-circle with a 2-metre gap in between singers – **there must be no face-to-face singing.**
• If a second row of singers is required they should be at least 2 metres behind the front row and placed carefully so as not to be singing directly into the head of the person in front
• Consider placing chairs in the right positions before the singers arrive so that they know where to sing from
• Be careful to maintain social distancing around crowded areas like doorways.

Numbers

• In a large performance space (e.g. the Chapel or Picture Gallery) it may be possible to perform with a maximum of 15 singers.
• In a larger practice space (e.g. Wettons Annexe, Stumble Out) the maximum should be a maximum of 8 singers.
• In any location with a low ceiling (e.g. Woodlands Building, Woodlands Cottage, Engineers Cottage) no more than 4 singers should perform together, if the room capacity allows.

Duration

• No singing session should last longer than 1 hour before taking a break of a minimum of 15 minutes
• Conductors should manage the rehearsal carefully to avoid prolonged loud singing and encourage softer (but healthy) singing where loud singing is not essential. Conductors can also encourage good practice and focus on economy of breath when singing louder.

Ventilation

• Ensure that the space you are performing in is as well ventilated as possible with doors and windows fixed open where possible
• During a break, air must be allowed to circulate in the room. In the Chapel and Picture Gallery, fans should be available for this (email choraladmin@rhul.ac.uk to arrange)
• When a room is being ventilated during a break, there should be nobody in the room but somebody should remain within sight of the room for security.
Equipment

- No music, pencils, water or other equipment should be shared.
- Any music distributed should be handled with gloves or by somebody who has thoroughly cleaned their hands immediately beforehand.
- All spaces with a shared keyboard instrument to be equipped with a keyboard cleaning kit for individual’s present in a space to clean the keyboard responsibly. Guidelines outlining the process will be included in each kit.

Further measures

- Strict handwashing policy in operation upon entering the College, with signage and clear one-way system to direct people to facilities (where applicable).
- Singers should wear face coverings when moving between their assigned space, around the space, or within the building.
- The conductor must stand a minimum of 3 metres from the nearest singer.
- If required, screens may be made available but will need to be cleaned after use (email choraladmin@rhul.ac.uk to arrange).

Communication

- Before the first rehearsal for any choral group or vocal ensemble, the designated member or leader/conductor must email this list of measures to all involved so that they know what to expect on arrival.
- Any singer with symptoms of COVID-19 must not take part and must follow the general College advice to remain at their residence. If they have sung with a group in the last week, they should also inform the director or conductor of that group and contact the Director of Choral Music at Rupert.Gough@rhul.ac.uk.

Responsibility

- One member of each vocal group (most likely the conductor) will have responsibility to ensure that they fully understand and implement these guidelines.
- Most of these guidelines rely on the individual responsibility of each singer to adhere to these guidelines at all times.

Finally...

Singing is good for you! Let us not forget the positive values of singing which we all value while looking after each other in the safest environment we can manage.

Instrumental and vocal lessons

Instrumental and vocal lessons will be delivered this year with a blend of face-to-face and on-line tuition as much as is possible.

Some performance modules have public examined performances attached to them. These modules include MU2210, MU2211, MU3211, MU3393, MU5509, MU5535, and MU5539. For the academic year 2020-21 this will very much depend on Health and Safety policies at the time as regards potential public/student/staff audiences.
For MU2210, MU3393 MU2211 and MU3211, you will be allocated a specific slot within our Friday Pocket Concert series. These are planned to be live-streamed from the Picture Gallery on Friday lunchtimes during Term 1 and possibly Term 2. Further information regarding these will be conveyed directly by the Director of Performance.

Some key points to remember for your instrumental and vocal lessons at Royal Holloway are:

Spacing

- All teaching rooms will have floor markings at 3m to indicate standing/sitting positions, particularly for singing, wind and brass.

Equipment

- Bring your own music stand and only use your own music and equipment (e.g. pencils, paper, water).
- All spaces with a shared keyboard instrument to be equipped with a keyboard cleaning kit for individuals present in a space to clean the keyboard responsibly. Guidelines outlining the process will be included in each kit.
- Number of chairs and stands in each room limited with all excess stands and chairs removed.

Ventilation

- Ensure that the space you are performing in is as well ventilated as possible with doors and windows fixed open where possible.
- During a break, air must be allowed to circulate in the room.
- When a room is being ventilated during a break, there should be no individual remaining in the room. However someone should remain within sight of the room for security purposes.

Further measures

- Strict handwashing policy in operation upon entering the College, with signage and clear one-way system to direct people to facilities (where applicable).
- Wind and Brass instruments – ensure you have your own cloth to soak up any condensate and take away with you after use.
- Where 2m social distancing cannot be maintained, facemasks are to be worn, as per College Guidelines.
- Each room will be equipped with a shared keyboard cleaning kit (where applicable) and a clear Perspex partition screen (dimensions: 1800mm x 1000m).

For full information about the use of one of our practice spaces for instrumental and vocal teaching, please read thoroughly the following risk assessments: RA – MUPerfo1: Small practice rooms, RA – MUPerfo2: Large practice rooms and RA – MUPerfo7: Using shared instruments and musical equipment.
COVID-19 Risk Assessment
School of Performing & Digital Arts

<table>
<thead>
<tr>
<th>Department</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Music</td>
<td>Music Performance &amp; Practice/Rehearsal Spaces</td>
</tr>
</tbody>
</table>

**NAME OF ASSESSOR**  
Nathan James Dearden (Performance Manager)

**DATE OF ASSESSMENT**  
September 2020

<table>
<thead>
<tr>
<th>RISK ASSESSMENT CODE</th>
<th>PURPOSE</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>RA – MUPerf01</td>
<td>Re-occupation of <strong>Small Practice Rooms</strong> for teaching and student practice/rehearsal</td>
<td>18</td>
</tr>
<tr>
<td>RA – MUPerf02</td>
<td>Re-occupation of <strong>Large Practice Rooms</strong> for teaching and student practice/rehearsal</td>
<td>22</td>
</tr>
<tr>
<td>RA – MUPerf03</td>
<td>Re-occupation of <strong>Large Performance &amp; Rehearsal Spaces</strong> for teaching and group activity</td>
<td>26</td>
</tr>
<tr>
<td>RA – MUPerf04</td>
<td>Re-occupation of <strong>Storage Facilities</strong> for personal and instrumental storage</td>
<td>30</td>
</tr>
<tr>
<td>RA – MUPerf05</td>
<td>Circulation spaces (corridors and stairs)</td>
<td>31</td>
</tr>
<tr>
<td>RA – MUPerf06</td>
<td>Toilets and showers</td>
<td>33</td>
</tr>
<tr>
<td>RA – MUPerf07</td>
<td>Using shared instruments and musical equipment</td>
<td>35</td>
</tr>
<tr>
<td>RA – MUPerf08</td>
<td>Visitors, Contractors and Suppliers</td>
<td>38</td>
</tr>
</tbody>
</table>
RA – MUPerfo1
Small practice rooms

<table>
<thead>
<tr>
<th>RISK ASSESSMENT CODE</th>
<th>RA – MUPerfo1</th>
</tr>
</thead>
<tbody>
<tr>
<td>PURPOSE</td>
<td>Re-occupation of Small Practice Rooms for teaching and student activities</td>
</tr>
<tr>
<td>NAME OF ASSESSOR</td>
<td>Nathan James Dearden (Performance Manager)</td>
</tr>
<tr>
<td>DATE OF ASSESSMENT</td>
<td>September 2020</td>
</tr>
</tbody>
</table>

**WORK AREA / OUTLINE**

Briefly describe the work area in terms of function, size, location, number of people

Small practice rooms situated in Woodlands Building, Woodlands Cottage, Engineers Cottage and Wettons Terrace, including:

- Woodlands Building Room 7
- Woodlands Building Room 12
- Woodlands Building Room 13
- Woodlands Building Room 15
- Woodlands Building Room 16
- Woodlands Cottage Room 0-01
- Woodlands Cottage Room 0-02
- Woodlands Cottage Room 1-01
- Woodlands Cottage Room 1-02
- Engineers Cottage 0-02
- Wettons Terrace 0-05

This Risk Assessment runs in parallel with all location-based Risk Assessments.

<table>
<thead>
<tr>
<th>Ref</th>
<th>Groups affected</th>
<th>Hazard (contamination hazard, airborne hazard, and mental health hazard)</th>
<th>Response</th>
<th>Level of Risk</th>
<th>Further Action Required</th>
<th>Review Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Staff, students</td>
<td>Becoming ill/a carrier of COVID-19 due to close working conditions.</td>
<td>Signage on all practice room doors stating all users must wash their hands before use. Number of chairs and stands in each room limited with all excess stands</td>
<td>M</td>
<td>Reiterate existing practice room rules regarding ‘no eating’ to encourage hygienic practices.</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>
and chairs removed.

Maximum capacity of each room listed on each door and also outlined in the separate Social Distancing – Room Capacities document. Room checks carried out by facilities team to ensure compliance by students.

Capacities calculated using methodology which assesses size and volume of each space, following government social distancing guidelines.

No performances to take place in any of these rooms for either internal or external audiences.

Markings on the floor regarding positions for safe working for when multiple users in space, for teaching purposes.

Markings on the floor regarding positions for safe working for when multiple users in space, for teaching purposes. Markings on the floor will outline the maximum capacity for 3 metre social distancing.

Where room capacities allow one-to-one teaching and/or group music-making and rehearsal, individuals should follow the suggested social distancing guidance:

- Vocal (classical, musical theatre and jazz)
  - 3m apart, where teaching and/or rehearsal may require face-to-face distancing;
  - Or 2m apart, where teaching and/or rehearsal happens side-by-side or a protective screen is used.

- Woodwind
  - 3m apart, where teaching and/or rehearsal may require face-to-face distancing;
  - Or 2m apart, where teaching and/or rehearsal happens side-by-side or a protective screen is used.

- Brass
  - 3m apart, where teaching and/or rehearsal may require face-to-face distancing;

Each room will be equipped with a shared keyboard cleaning kit (where applicable) and a clear Perspex partition screen (dimensions: 1800mm x 1000mm)

Booking of practice rooms to be made online via Resource Booker to ensure “contact-free” bookings. Facilities staff to patrol the building to ensure the correct use of practice rooms.

In order to ensure flexible and safe music practice, there will be no music stands available in any of our rehearsal and teaching spaces. The Department of Music can provide a portable music stand for first-study instrumentalists and singers (excluding piano/organ) to those enrolled onto one or more of these courses: MU1118, MU2205, MU2210, MU3407, MU3393, MU5535, MU5509, MU5539 or you can bring your own personal music stand.

Second study instrumentalists/vocalists will be required to bring their own stand for Department ensemble activity in which they might be taking part. If you foresee an issue with this, please do get in touch with...
o Or 2m apart, where teaching and/or rehearsal happens side-by-side or a protective screen is used.

- All other instruments
  o 2m apart (Percussion, Strings, Keyboard, historical performance)

Windows in practice room to be opened three times throughout the day and to remain open where possible as part of facilities ventilation checks.

Enhanced cleaning of keyboard instruments and work equipment before and after use. Alcohol anti-bacterial products to be used and clear guidelines will be made readily available.

Strict handwashing policy in operation upon entering the College, with signage and clear one-way system to direct people to facilities (where applicable).

All measures, information and procedures circulated to relevant staff and students via email.

| 2 | Staff, students | Becoming ill/a carrier of the Coronavirus due to contact with a contaminated surface.  
(Contamination hazard) | Number of chairs and stands in each room limited with all excess stands and chairs removed.  
All students and staff are required to bring their own music stand for teaching, practice and/or rehearsal purposes.  
Infection control cleaning regime implemented across the college including office spaces, which includes desks and door handles.  
Enhanced cleaning of keyboard instruments and work equipment before and after use. Alcohol anti-bacterial products to be used.  
All keyboards to be unlocked and monitored via facilities.  
Please also see RA – MUPero8: Using shared equipment and musical instruments. | M | In order to ensure flexible and safe music practice, there will be no music stands available in any of our rehearsal and teaching spaces. The Department of Music can provide a portable music stand for first-study instrumentalists and singers (excluding piano/organ) to those enrolled onto one or more of these courses: MU1118, MU2205, MU2210, MU3407, MU3393, MU5535, MU5509, MU5539 or you can bring your own personal music stand.  
nathanjames.dearden@rhul.ac.uk as soon as possible.  
Where 2m social distancing cannot be maintained, facemasks must be worn. |
| 3 | Staff, students | Becoming ill/a carrier of COVID-19 due to close working conditions while waiting to use a room. (Contamination, airborne hazard) | Please see RA – MUPerfog: Circulation spaces (corridors and stairs). | M | Second study instrumentalists/vocalists will be required to bring their own stand for Department ensemble activity in which they might be taking part. If you foresee an issue with this, please do get in touch with nathanjames.dearden@rhul.ac.uk as soon as possible. |
RA – MUPerfo2

Large practice rooms

<table>
<thead>
<tr>
<th>RISK ASSESSMENT CODE</th>
<th>RA – MUPerfo2</th>
</tr>
</thead>
<tbody>
<tr>
<td>PURPOSE</td>
<td>Re-occupation of Large Practice Rooms for teaching and student activities</td>
</tr>
<tr>
<td>NAME OF ASSESSOR</td>
<td>Nathan James Dearden (Performance Manager)</td>
</tr>
<tr>
<td>DATE OF ASSESSMENT</td>
<td>September 2020</td>
</tr>
</tbody>
</table>

WORK AREA / OUTLINE

Briefly describe the work area in terms of function, size, location, number of people

Large practice rooms situated in Woodlands Building, Woodlands Cottage, Engineers Cottage and Wettons Terrace, including:

- Woodlands Building Room 1
- Woodlands Building Room 2
- Woodlands Building Room 3
- Woodlands Building Room 4
- Woodlands Building Room 8
- Woodlands Building Room 9
- Woodlands Building Room 10
- Woodlands Building Room 11
- Woodlands Cottage Room 0-03
- Woodlands Cottage Room 1-03
- Engineers Cottage 0-01
- Engineers Cottage 0-04
- Engineers Cottage 0-05

This Risk Assessment runs in parallel with all location-based Risk Assessments.

<table>
<thead>
<tr>
<th>Ref</th>
<th>Groups affected</th>
<th>Hazard</th>
<th>Response</th>
<th>Level of Risk</th>
<th>Further Action Required</th>
<th>Review Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Staff, students, contractors, visitors)</td>
<td>(contamination hazard, airborne hazard, and mental health hazard)</td>
<td></td>
<td>L</td>
<td>M</td>
<td>H</td>
</tr>
</tbody>
</table>

Ref: Reference
Groups affected: Staff, students, contractors, visitors
Hazard: Contamination hazard, airborne hazard, and mental health hazard
Response: Further action required
Level of Risk: L - Low, M - Medium, H - High
Further Action Required: Review Date
1    Staff, students    Becoming ill/a carrier of COVID-19 due to close working conditions. (Contamination, airborne hazard)

Signage on all practice room doors stating all users must wash their hands before use.

Number of chairs and stands in each room limited with all excess stands and chairs removed.

Maximum capacity of each room listed on each door and also outlined in the separate the Social Distancing – Room Capacities document. Room checks carried out by facilities team to ensure compliance by students.

Capacities calculated using methodology which assesses size and volume of each space, following government social distancing guidelines.

No performances to take place in any of these rooms for either internal or external audiences.

Markings on the floor regarding positions for safe working for when multiple users in space, for teaching purposes. Markings on the floor will outline the maximum capacity for 3 metre social distancing.

Clear signage will be posted in each space on best practice for positioning of musicians, where the room is needed for more than one individual.

Where room capacities allow one-to-one teaching and/or group music-making and rehearsal, individuals should follow the suggested social distancing guidance:

- Vocal (classical, musical theatre and jazz)
  - 3m apart, where teaching and/or rehearsal may require face-to-face distancing;
  - Or 2m apart, where teaching and/or rehearsal happens side-by-side or a protective screen is used.
- Woodwind
  - 3m apart, where teaching and/or rehearsal may require face-to-face distancing;
  - Or 2m apart, where teaching and/or rehearsal happens

M    Reiterate existing practice room rules regarding ‘no eating’ to encourage hygienic practices.

Each room will be equipped with a shared keyboard cleaning kit (where applicable) and a clear Perspex partition screen (dimensions: 1800mm x 1000m).

Booking of practice rooms to be made online via Resource Booker to ensure “contact-free” bookings. Facilities staff to patrol the building to ensure the correct use of practice rooms.

In order to ensure flexible and safe music practice, there will be no music stands available in any of our rehearsal and teaching spaces. The Department of Music can provide a portable music stand for first-study instrumentalists and singers (excluding piano/organ) to those enrolled onto one or more of these courses: MU1118, MU2205, MU2210, MU3407, MU3393, MUS535, MUS559, MUS5539 or you can bring your own personal music stand.

Second study instrumentalists/vocalists will be required to bring their own stand.

Ongoing
- Brass
  - 3m apart, where teaching and/or rehearsal may require face-to-face distancing;
  - Or 2m apart, where teaching and/or rehearsal happens side-by-side or a protective screen is used.
- All other instruments
  - 2m apart (Percussion, Strings, Keyboard, historical performance)

Windows in practice room to be opened three times throughout the day and to remain open where possible as part of facilities ventilation checks.

Enhanced cleaning of keyboard instruments and work equipment before and after use. Alcohol anti-bacterial products to be used and clear guidelines will be made readily available.

Strict handwashing policy in operation upon entering the College, with signage and clear one-way system to direct people to facilities (where applicable).

Hand sanitizer will be situated in the entrance of Wettons Terrace, Woodlands Building and Boilerhouse Complex (for Engineers Cottage) for use on entrance and exit to each building.

All measures, information and procedures circulated to relevant staff and students via email.

| 2 | Staff, students | Becoming ill/a carrier of the Coronavirus due to contact with a contaminated surface. (Contamination hazard) | Number of chairs and stands in each room limited with all excess stands and chairs removed. All students and staff are required to bring their own music stand for teaching, practice and/or rehearsal purposes. Infection control cleaning regime implemented across the college including office spaces, which includes desks and door handles. | M | In order to ensure flexible and safe music practice, there will be no music stands available in any of our rehearsal and teaching spaces. The Department of Music can provide a portable music stand for first-study instrumentalists and singers for Department ensemble activity in which they might be taking part. If you foresee an issue with this, please do get in touch with nathanjames.dearden@rhul.ac.uk as soon as possible. Where 2m social distancing cannot be maintained, facemasks must be worn. |
Enhanced cleaning of keyboard instruments and work equipment before and after use. Alcohol anti-bacterial products to be used.

All keyboards to be unlocked and monitored via facilities. Strict handwashing policy in operation upon entering the College, with signage and clear one-way system to direct people to facilities (where applicable).

Hand sanitizer will be situated in the entrance of Wettons Terrace, Woodlands Building and Boilerhouse Complex (for Engineers Cottage) for use on entrance and exit to each building.

Please also see RA – MUPerfo8: Using shared equipment and musical instruments.

(excluding piano/organ) to those enrolled onto one or more of these courses: MU1118, MU2205, MU2210, MU3407, MU3393, MU5535, MU5509, MU5539 or you can bring your own personal music stand.

Second study instrumentalists/vocalists will be required to bring their own stand for Department ensemble activity in which they might be taking part. If you foresee an issue with this, please do get in touch with nathanjames.dearden@rhul.ac.uk as soon as possible.

| 3 | Staff, students | Becoming ill/a carrier of COVID-19 due to close working conditions while waiting to use a room. (Contamination, airborne hazard) | Please see RA – MUPerfo5: Circulation spaces (corridors and stairs). | M |
### RA – MUPerfo4

#### Large performance & rehearsal spaces

<table>
<thead>
<tr>
<th>RISK ASSESSMENT CODE</th>
<th>RA – MUPerfo4</th>
</tr>
</thead>
<tbody>
<tr>
<td>PURPOSE</td>
<td>Re-occupation of <strong>Large Performance &amp; Rehearsal Spaces</strong> for teaching and group activity</td>
</tr>
<tr>
<td>NAME OF ASSESSOR</td>
<td>Nathan James Dearden (Performance Manager)</td>
</tr>
<tr>
<td>DATE OF ASSESSMENT</td>
<td>September 2020</td>
</tr>
<tr>
<td>WORK AREA / OUTLINE</td>
<td>Large performance and rehearsal spaces situated across the College campus, including:</td>
</tr>
</tbody>
</table>

- Wettons Annexe A
- Wettons Annexe B
- Boilerhouse Auditorium
- Windsor Building Auditorium
- Picture Gallery, Founder’s Building
- Chapel, Founder’s Building
- Stumble Out

This Risk Assessment runs in parallel with all location-based Risk Assessments.

<table>
<thead>
<tr>
<th>Ref</th>
<th>Groups affected (Staff, students, contractors, visitors)</th>
<th>Hazard (contamination hazard, airborne hazard, and mental health hazard)</th>
<th>Response</th>
<th>Level of Risk</th>
<th>Further Action Required</th>
<th>Review Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Staff, students, authorised visitors</td>
<td>Becoming ill/a carrier of COVID-19 due to close working conditions. (Contamination, airborne hazard)</td>
<td>No performances to take place in any of these rooms for either internal or external audiences, unless a streamed/pre-recorded performance is authorized by the Performance Manager at the Department of Music. Spaces not to be used for large rehearsals (orchestra, large ensemble etc.). A maximum of 15 musicians are able to perform in one of the spaces at the same time.</td>
<td>M</td>
<td>Enquiries to book any of these large performance spaces rooms to be made via the Performance Manager, Nathan James Dearden (<a href="mailto:nathanjames.dearden@rhul.ac.uk">nathanjames.dearden@rhul.ac.uk</a>). Staff or student music groups</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>L</th>
<th>M</th>
<th>H</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

26 | Page
Staff and students must adhere to all College-wide guidance when using one of the above spaces.

Due to teaching requirements and capacity restrictions, Windsor Building Auditorium will not be used to music performance activity until further notice.

No furniture or equipment is to be moved in any of these spaces without prior consent through the Performance Manager.

All students and staff are required to bring their own music stand for teaching, practice and/or rehearsal purposes.

Strict capacities of each space clearly stated on all doors to venues, including variations for different faculties. For the purpose of music performance, maximum capacity of each room will be communicated by the Performance Manager after enquiry made to utilise the space.

Room checks carried out by facilities team to ensure compliance by students. Capacities calculated using methodology which assesses size and volume of each space, following government social distancing guidelines.

Where room capacities allow group teaching or music-making and rehearsal, individuals should follow the suggested social distancing guidance:

- Vocal (classical, musical theatre and jazz)
  - 3m apart, as standard practice;
  - Or 2m apart, where performance and/or rehearsal happens side-by-side or a protective screen is used.

- Woodwind
  - 3m apart, as standard practice;
  - Or 2m apart, where performance and/or rehearsal happens side-by-side or a protective screen is used.

- Brass

Using one of these spaces may wish to loan clear, protective screens (up to 20 available) for rehearsal purposes. Please enquire via the Performance Manager, Nathan James Dearden (nathanjames.dearden@rhul.ac.uk).

Regular monitoring and checks of the spaces on CCTV or in person by the facilities team to ensure social distancing rules are adhered to.

In order to ensure flexible and safe music practice, there will be no music stands available in any of our rehearsal and teaching spaces. The Department of Music can provide a portable music stand for first-study instrumentalists and singers (excluding piano/organ) to those enrolled onto one or more of these courses: MU1118, MU2205, MU2210, MU3407, MU3393, MU5535, MU5509, MU5539 or you can bring your own personal music stand.

Second study instrumentalists/vocalists will be required to bring their own stand for Department ensemble activity in which they might be taking
- 3m apart, as standard practice;
- Or 2m apart, where performance and/or rehearsal happens side-by-side or a protective screen is used.
  - Or 2m apart, where performance and/or rehearsal happens side-by-side or a protective screen is used
    - 2m apart (Percussion, Strings, Keyboard, historical performance)

Enhanced cleaning of keyboard instruments and work equipment before and after use. Alcohol anti-bacterial products to be used and clear guidelines will be made readily available.

All auditorium seating with signage to prevent usage.

All measures, information and procedures circulated to relevant staff and students via email.

| 2 | Staff, students | Becoming ill/a carrier of COVID-19 due to contact with a contaminated surface. (Contamination hazard) | Number of chairs and stands in each room limited with all excess stands and chairs removed.

All students and staff are required to bring their own music stand for teaching, practice and/or rehearsal purposes.

Infection control cleaning regime implemented across the college including office spaces, which includes desks and door handles.

Enhanced cleaning of keyboard instruments and work equipment before and after use. Alcohol anti-bacterial products to be used.

All keyboards to be unlocked and monitored via facilities.

Strict handwashing policy in operation upon entering the College, with signage and clear one-way system to direct people to facilities (where applicable).

Hand sanitizer will be situated in the entrance of Wettons Terrace.

M | In order to ensure flexible and safe music practice, there will be no music stands available in any of our rehearsal and teaching spaces. The Department of Music can provide a portable music stand for first-study instrumentalists and singers (excluding piano/organ) to those enrolled onto one or more of these courses: MU1118, MU2205, MU2210, MU3407, MU3393, MU5535, MU5509, MU5539 or you can bring your own personal music stand.

Second study instrumentalists/vocalists will be required to bring their own stand.
<table>
<thead>
<tr>
<th></th>
<th>Woodlands Building and Boilerhouse Complex (for Engineers Cottage) for use on entrance and exit to each building. Please also see RA – MUPerfo8: Using shared equipment and musical instruments.</th>
<th>for Department ensemble activity in which they might be taking part. If you foresee an issue with this, please do get in touch with <a href="mailto:nathanjames.dearden@rhul.ac.uk">nathanjames.dearden@rhul.ac.uk</a> as soon as possible.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td><strong>Staff, students</strong> Becoming ill/a carrier of COVID-19 due to close working conditions while waiting to use a room. (Contamination, airborne hazard)</td>
<td><strong>M</strong></td>
</tr>
<tr>
<td></td>
<td>Please see RA – MUPerfo5: Circulation spaces (corridors and stairs).</td>
<td></td>
</tr>
<tr>
<td>Reference</td>
<td>Groups affected</td>
<td>Hazard</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>1</td>
<td>Staff, students</td>
<td>Becoming ill/a carrier of COVID-19 due to coming into contact with individuals in a confined storage facility. (Contamination, airborne hazard)</td>
</tr>
</tbody>
</table>
**RA – MUPerfo5**  
**Circulation spaces (corridors and stairs)**

<table>
<thead>
<tr>
<th>RISK ASSESSMENT CODE</th>
<th>RA – MUPerfo5</th>
</tr>
</thead>
<tbody>
<tr>
<td>PURPOSE</td>
<td>Circulation spaces (corridors and stairs)</td>
</tr>
<tr>
<td>NAME OF ASSESSOR</td>
<td>Nathan James Dearden (Performance Manager)</td>
</tr>
<tr>
<td>DATE OF ASSESSMENT</td>
<td>September 2020</td>
</tr>
</tbody>
</table>

**WORK AREA / OUTLINE**

Briefly describe the work area in terms of function, size, location, number of people

All circulation spaces across the following music performance buildings (inclusive of all corridors and stairwells):

- Woodlands Building
- Woodlands Cottage
- Boilerhouse Complex (for Engineers Cottage); although please note that this runs in parallel with all location-based Risk Assessments at Royal Holloway.

**Ref** | **Groups affected** | **Hazard** | **Response** | **Level of Risk** | **Further Action Required** | **Review Date**
--- | --- | --- | --- | --- | --- | ---
1 | Staff, students, contractors, authorised visitors | Becoming ill/a carrier of COVID-19 due to close contact while moving though the building. (Contamination, airborne hazard) | Clear signage will be used to build awareness of hygiene procedures and awareness of social distancing responsibilities. All seating removed from circulation spaces to prevent loitering. Strict handwashing policy in operation upon entering the College, with signage and clear one-way system to direct people to facilities (where applicable). Hand sanitizer will be situated in the entrance of Wettons Terrace, Woodlands Building and Boilerhouse Complex (for Engineers Cottage) for use on entrance and exit to each building. | L | Ensure staircase signage is clear that all stairs are open in an emergency Where 2m social distancing cannot be maintained, facemasks must be worn. | Ongoing |


Rooms will have signage on maximum capacity numbers and guidance on social distancing across the building.

On all other stairwells clear signage restricting stairwell to one person at a time.

Strictly no musical activity must take place in large communal areas, as it is subject to specific suggested guidance for specific instruments.

An enhanced cleaning schedule to be implemented throughout the site, ensuring that work surfaces, door handles, taps etc. are all thoroughly cleaned.

| 2 | Staff, students, authorised visitors | Becoming ill/a carrier of the Coronavirus due to close contact while waiting to use an occupied room. (Contamination, airborne hazard) | Please wait here posters and stickers outside every room that could be used for practise or meetings. Rooms with one entry point - Building users informed via email and posters to knock on the door and then retreat to designated point before entering a room to allow for the safe egress of the current user. Where a waiting space is not available or arrive early to a booked session/lesson, ensure you do not loiter in circulation spaces (inclusive of corridors and stairs) and wait in an open space or outside (where appropriate). | M | Where 2m social distancing cannot be maintained, facemasks must be worn. | Ongoing |

| 3 | Staff, students, contractors, authorised visitors | Becoming ill/a carrier of COVID-19 through contact with an infected surface. (Ingestion / inhalation of COVID-19 from contaminated surfaces) | Infection control cleaning regime implemented across the college including office spaces, which includes door handles, push pads and card readers. Unless allocated to specialist studies (please review the Social Distancing – Room Capacities document), practice and teaching rooms will remain unlocked to prevent cross contamination of keys. Doors pinned open where possible and safe to do so. | M | Where 2m social distancing cannot be maintained, facemasks must be worn. | Ongoing |
**RA – MUPerfo6**  
**Toilets & showers**

<table>
<thead>
<tr>
<th>RISK ASSESSMENT CODE</th>
<th>RA – MUPerfo6</th>
</tr>
</thead>
<tbody>
<tr>
<td>PURPOSE</td>
<td>Toilets &amp; showers</td>
</tr>
<tr>
<td>NAME OF ASSESSOR</td>
<td>Nathan James Dearden (Performance Manager)</td>
</tr>
<tr>
<td>DATE OF ASSESSMENT</td>
<td>September 2020</td>
</tr>
</tbody>
</table>
| WORK AREA / OUTLINE  | All toilet and shower facilities across the following music performance buildings:  
- Woodlands Building  
- Woodlands Cottage  
- Boilerhouse Complex (for Engineers Cottage); although please note that this runs in parallel with all location-based Risk Assessments at Royal Holloway. |

<table>
<thead>
<tr>
<th>Ref</th>
<th>Groups affected</th>
<th>Hazard</th>
<th>Response</th>
<th>Level of Risk</th>
<th>Further Action Required</th>
<th>Review Date</th>
</tr>
</thead>
</table>
| 1   | Staff, students, contractors, authorised visitors | Toilets/Shower/ Lockers (COVID-19 alterations)  
(ingestion / inhalation of Covid-19 from contaminated surfaces) | The toilets (including those with cubicles) will be used by one person at a time.  
Toilets are cleaned as per cleaning schedule provided by Maintenance Services  
Set clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved (rotating signage to indicate when in use).  
Any shared lockers should not be used until further notice.  
Strict handwashing policy in operation upon entering the College, with | L | Where 2m social distancing cannot be maintained, facemasks must be worn | Ongoing |


signage and clear one-way system to direct people to facilities (where applicable).

Hand sanitizer will be situated in the entrance of Wettons Terrace, Woodlands Building and Boilerhouse Complex (for Engineers Cottage) for use on entrance and exit to each building.
## RISK ASSESSMENT CODE
RA – MUPerf07

### PURPOSE
Using shared instruments and musical equipment

### NAME OF ASSESSOR
Nathan James Dearden (Performance Manager)

### DATE OF ASSESSMENT
September 2020

### WORK AREA / OUTLINE
Briefly describe the work area in terms of function, size, location, number of people

All large shared Royal Holloway musical instrumental which have multiple users. This includes:

- Grand pianos (keyboard)
- Upright pianos (keyboard)
- Harpsichords (historical keyboard)
- Clavichord (historical keyboard)
- Other historical keyboards
- Organs (keyboard)
- Percussion

Royal Holloway also loans small handheld instruments across the string, brass, percussion, historical and woodwind faculty.

<table>
<thead>
<tr>
<th>Ref</th>
<th>Groups affected</th>
<th>Hazard</th>
<th>Response</th>
<th>Level of Risk</th>
<th>Further Action Required</th>
<th>Review Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Staff, students, contractors, authorised visitors</td>
<td>Becoming ill/a carrier of COVID-19 due to contact with a contaminated keyboard instrument</td>
<td>All spaces with a shared keyboard instrument to be equipped with a keyboard cleaning kit for individual’s present in a space to clean the keyboard responsibly. Guidelines outlining the process will be included in each kit. For spaces occupied for teaching over a period of 5-hours or more, staff present are reminded to ensure the keyboard is cleaned responsibly at least two times.</td>
<td>M</td>
<td>Please see the Shared Instrument (Keyboards) Guidelines for further details on enhanced cleaning. Where 2m social distancing cannot be maintained, facemasks are to be worn.</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>
Strict handwashing policy in operation upon entering the College, with signage and clear one-way system to direct people to facilities (where applicable).

Hand sanitizer will be situated in the entrance of Wettons Terrace, Woodlands Building and Boilerhouse Complex (for Engineers Cottage) for use on entrance and exit to each building.

Clear signage on all practice room doors requesting all users to wash their hands before touching a shared instrument.

Clear signage within the practice rooms stating that users must wash their hands before using the instruments.

All visitors to the College must be pre-authorised. Please see RA – MUPerfo8 Visitors, Contractors and Suppliers.

| 2 | Staff, students, authorised visitors | Becoming ill/a carrier of COVID-19 due to contact with a contaminated historical keyboard instrument (Contamination hazard) | M | Where 2m social distancing cannot be maintained, facemasks are to be worn. | Ongoing |
| 3 | Staff, students | Becoming ill/a carrier of COVID-19 due to | | M | Where 2m social distancing cannot be maintained, | Ongoing |
contact with a contaminated percussion instrument (Contamination hazard) applicable).

Hand sanitizer will be situated in the entrance of Wettons Terrace, Woodlands Building and Boilerhouse Complex (for Engineers Cottage) for use on entrance and exit to each building.

Clear signage on all practice room doors requesting all users to wash their hands before touching a shared instrument.

Compulsory instrument cleaning carried out by musicians before and after use of all parts of the instrument.

| Staff, students | Becoming ill/a carrier of COVID-19 due to contact with a contaminated handheld instrument (Contamination hazard) | Ongoing | L |
| All instrument loans ceased. Exceptional circumstances where loan instruments are required to be assessed on a case by case basis.

All students who currently are using a loan instrument (loaned March 2020) to keep instrument past return date until full returns and sanitisation system introduced.

Any instruments returned to reception will be handled by staff wearing PPE, marked with the return date, and put into the Green Room to quarantine. All disposable PPE removed and disposed of and hands washed after handling.

facemasks are to be worn.
### RA – MUPerfo8

**Specialist Visitors, Contractors & Suppliers**

<table>
<thead>
<tr>
<th>RISK ASSESSMENT CODE</th>
<th>RA – MUPerfo8</th>
</tr>
</thead>
<tbody>
<tr>
<td>PURPOSE</td>
<td>Specialist Visitors, Contractors &amp; Suppliers</td>
</tr>
<tr>
<td>NAME OF ASSESSOR</td>
<td>Nathan James Dearden (Performance Manager)</td>
</tr>
<tr>
<td>DATE OF ASSESSMENT</td>
<td>September 2020</td>
</tr>
<tr>
<td>WORK AREA / OUTLINE</td>
<td>Visitors, contractors and suppliers attending Royal Holloway; maintaining their safety as well as that of our staff and students. This Risk Assessment runs in parallel with all location-based Risk Assessments.</td>
</tr>
</tbody>
</table>

**Briefly describe the work area in terms of function, size, location, number of people**

Visitors, contractors and suppliers attending Royal Holloway; maintaining their safety as well as that of our staff and students. This Risk Assessment runs in parallel with all location-based Risk Assessments.

<table>
<thead>
<tr>
<th>Ref</th>
<th>Groups affected</th>
<th>Hazard</th>
<th>Response</th>
<th>Level of Risk</th>
<th>Further Action Required</th>
<th>Review Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Staff, students, contractors, visitors</td>
<td>Visitors infecting our staff or students with COVID-19. Visitors catching the virus while onsite. (Contamination, Airborne hazard)</td>
<td>Royal Holloway is closed to the public. Staff and students advised to use digital technology to meet external visitors in all circumstances. Where visiting site is essential, an online form must be completed. Where the visitor falls into a business critical category approval is granted, which may involve a business case being submitted. Visitors will be sent the College Covid-19 procedures via email in advance before attending site. Standard visitor and contractor cards and lanyards not to be used to prevent cross contamination. Visitors specifically on site to work with a student (e.g. accompanist) are permitted to access the practice and teaching rooms as long capacity and</td>
<td>M</td>
<td>Visitors to be given PPE where appropriate for the activity they are carrying out. Contractors should be provided with appropriate PPE by their company and in accordance with their RAMS. Where 2m social distancing cannot be maintained, facemasks are to be worn.</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>
room use rules are adhered to. Please see RA – MUPerfo1 – 03.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td><strong>Staff, students, contractors, authorised visitors</strong></td>
<td><strong>Short-term contractors (e.g. emergency maintenance responders, piano movers) infecting our staff or students with COVID-19.</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>RAMS (risk assessments and method statements) required by the RCM before attending site, with specific reference to social distancing measures they will undertake. To be received, reviewed, and approved by Health &amp; Safety Manager at least 48 hours in advance of attendance.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>M</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

| 3 | **Staff, students, contractors, authorised visitors** | **Suppliers of goods infecting our staff or students with COVID-19.** |
|   |   | All suppliers of goods sent this Risk Assessment and required to adhere to its stipulations. |
|   |   | All suppliers asked for their RAMS, to be received, reviewed, and approved by the Health & Safety Manager at least 48 hours in advance. |
|   |   | Where possible, suppliers to leave goods at the Post Room, where anything that is potentially contaminated can be cleaned before being safely moved by staff to the Department of Music. |
|   |   | Where suppliers are also contracted to carry out a task (e.g. instrument assembly) please refer to short-term contractor section of this Risk Assessment. |
|   |   | L |
|   |   | Ongoing |
Concert Office & general queries

Overview

There are several people who make music performance at the department happen for students and staff alike.

At your time at Royal Holloway, you will meet Dr Mary Dullea (Director of Performance; WT2-08), Rebecca Miller (Director of Orchestras; WT1-10), Rupert Gough (Director of Choral Music; WT1-10), Alexander Turner (Choral Administrator; WT1-10), Dr Daniel Elphick (Teaching Fellow and Instrumental & Vocal Tutor Coordinator; WT2-09) and Nathan James Dearden, the College's Performance Manager (WT0-04; Ground Floor).

The Concert Office, located in Wettons Terrace 0-04, will happily provide information and help regarding the International Concert Series, the orchestras and ensembles, chamber music activities, performance opportunities, venue bookings, instrument and musical equipment loans, and instrumental or vocal lessons.

Our plan for 2020-21 onwards

From September 2020 onwards, the Concert Office are ensuring that the resources and information important for student and staff experience at Royal Holloway are more readily available, and that your use of the Concert Office is in the safest environment possible.

Therefore, we have introduced the following procedures and resources:

- **Room Bookings on Resource Booker**

  All music practice spaces in Woodlands Building, Woodlands Cottage and Engineers Cottage can now be booked by both students and staff via Resource Booker.

  All students enrolled onto any undergraduate and postgraduate music course will have the opportunity to book **up to 90-minutes for individual practice or small group rehearsal per day**.

  All requests for room bookings will be authorized by a member of performance staff.

  As outlined in the various Risk Assessments, you **must** book a space to be able to use it as part of our Track-and-Trace protocols at the Department of Music. Students and staff found to have neglected this procedure may be prohibited from using music practice facilities.

  Please ensure you read and understand the room capacities document before booking, otherwise the booking process may be prolonged if this information is not given on booking.
• **The Concert Office has gone online.**

The Concert Office now has an online platform on Moodle, filled to the brim with resources and information. You can find us on Moodle by searching ‘Music Performance at Royal Holloway’ or by CLICKING HERE.

Students enrolled onto the following courses will have been automatically enrolled onto the ‘Music Performance at Royal Holloway’ Moodle page: MU1118, MU1119, MU2205, MU2210, MU2211, MU3211, MU3393, MU3407, MU5509, MU5535 and MU5539.

Students who are enrolled onto a music degree programme at Royal Holloway are still able to self-enrol onto this Moodle page by searching ‘Music Performance at Royal Holloway’ or by CLICKING HERE.


• **We are still open.**

The Concert Office, situated in Wettons Terrace 0-04, will still be **open during term-time on Monday, Tuesday and Wednesday between 12.00pm – 5.00pm**. However we strongly encourage you to book a meeting in advance by emailing nathanjames.dearden@rhul.ac.uk, to save on trips to the office where the Performance Manager may be busy and to reduce contact with office staff and other students/staff.

You will also find that the Concert Office has been restricted to incorporate a one-way system (one exit, one entrance) to reduce contact with office staff and other students/staff.
Music Group Rehearsal Checklist & Agreement

Department of Music | School of Performing & Digital Arts

TO BE COMPLETED BY THE CONDUCTOR, LEADER or DELEGATED INDIVIDUAL OF A MUSIC GROUP AT ROYAL HOLLOWAY.

The health, safety and welfare of everyone we work with is top priority for Royal Holloway. To ensure we take all reasonable steps to reduce the spread of COVID-19, we ask that you if you (as a delegated member of a music group) complete the following checklist below before a given rehearsal/session with your music group:

Please ensure all are marked/ticked off before the start of rehearsal:

☐ I can confirm that the rehearsal space has been set-up by one person only, under social distancing guidelines, and reflects the specific guidance outlined for varying group size and instrumentation;

☐ I can confirm that I, and any individual within the given space, has read and fully understood the document titled Music Performance at Royal Holloway: Coronavirus (COVID-19) – A Guide;

☐ I can confirm that I, and any individual within the given space, has read and fully understood the Risk Assessment relevant to the activity this agreement is in relation to, and enacted accordingly;

☐ I can confirm that every individual has been reminded not share any equipment or musical instrument in the rehearsal/session, and has brought their own music stand;

☐ I can confirm that every individual has been reminded to thoroughly wash their hands before entering the space and to wear a face covering when moving around the space and/or building;

☐ I confirm that I, and any individual within the given space, are not currently experiencing any of the following symptoms: cough, fever, respiratory difficulties, loss of taste or smell;

☐ I confirm that I, and any individual within the given space, to the best of your knowledge, have not been in direct contact with someone who has been diagnosed with COVID-19 or someone who is currently self-isolating within the last 14 days.

IMPORTANT

If you have not ensured that each of the above steps have been marked/ticked, you should not be rehearsing and cease activity/rehearsal/session immediately. Please complete and sign this checklist/agreement for each individual session and return via email to nathanjames.dearden@rhul.ac.uk within 24-hours of the end time of your session/rehearsal.

This is not a legally binding document. It is an agreement to ensure that best practices are being adhered to within a group rehearsal space to reduce the risk of the spread of COVID-19.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date