



## **MFNI – Risk Reduction Procedures**

### **General:**

**If you or another household member are unwell, please stay at home, self-isolate immediately and do not attend your lesson(s).**

- Stay Home, Save Lives.

**Stay 2 metres apart from tutors, other members or visitors at all times when possible.**

- Follow MFNI policy and report any concerns to the Health and Safety Officer (Aoife Lynch-Hughes)

**Wear an appropriate face covering and limit your contact with others.**

- It is now mandatory by law that face coverings be worn in certain indoor settings and MusicFirstNI is one such setting.

**Make sure your hands are washed or sanitised (sanitiser provided) frequently and well.**

- Beware of contact with frequently used surfaces.

**Cover any cough or sneezing.**

- Catch it, Bin it, and Kill it.

### **Waiting Room:**

**To help keep social distancing, our waiting room now has a maximum of 2 households (maximum 4 people) allowed to wait in the waiting room.**

- If the waiting room is full, please wait outside or in your car and contact your tutor to let them know you are here.

### **Use of Facilities:**

**At this time please refrain from touching the tutor's teaching resources in the waiting room.**

- Look but don't touch to keep us safe.

**At this time the children's library and waiting room toys are no longer available as they are a risk of frequently touched surfaces.**

- Sorry for any inconvenience.

**While our toilet facilities are still available, please try to refrain from using them as your tutor must now clean the toilet after each use and this will impact on the student's lesson duration.**

- Go before you come, when possible.

**Please ask your tutor for the toilet key as it is no longer hanging up on the wall.**

- This is to ensure your tutor knows when the facilities have been used and that they must be cleaned after use.

**Make sure your hands are washed or sanitised (sanitiser provided) before and after use of the toilet facilities.**

- Reminder posters to wash your hands have been placed in the toilet as well as the provision of hand sanitiser in studio.

**Every use of the toilet, will now be documented on a cleaning rota.**

- Tutors please fill this in after every use and cleaning.

**Our Rubbish Bins will now be pedal-lid bins with regular emptying and disposal by your tutor.**

- This contains any possible contaminated waste better and regular emptying and disposal will also reduce any risk of contamination

## **Teaching Procedures for Tutors**

**At the start of your teaching day please follow the opening procedures with the given cleaning supplies and complete the log.**

- This checklist includes checking all sanitisers are sufficiently full, cleaning high contact areas and checking ventilation.

**Increase the existing ventilations as much as possible prior to teaching.**

- Check all windows are open, turn on fans if available, and if teaching in studio B with no other tutor teaching in studio A, keep studio door open.

**Instruments being shared must be sanitised between students with the cleaning supplies provided.**

- This particularly applies to pianos being used, music stands and any screens used as shield barriers for singing, wind or brass instruments.

**For singing, wind or brass tuition, please keep 3m social distancing due to higher risk of projected aerosols, use the screens provided, and both student and tutor should not sing/play at the same time.**

- Remember to disinfect the screens between lessons and use the wooden platform as means of designated location for the student to adhere to the 3m social distancing rule.

**If the student uses the toilet facilities these must be cleaned immediately after use with the cleaning supplies provided, logged on the cleaning rota and any time taken must be from the student's lesson duration.**

- Please keep the toilet key in the designated location to avoid unauthorised use.

**At the end of your teaching day please follow the closing procedures with the given cleaning supplies and complete the log.**

- This checklist includes checking all sanitisers are sufficiently full, cleaning high contact areas, turning off fans, closing windows if required and emptying waste disposal.

**We all must do it, to get through it.**

Many Thanks  
Aoife Lynch-Hughes  
(MFNI Health and Safety Officer)