



www.musica-workshops.com
registered charity no.1150769

Meetings/Workshops/Concerts Via Zoom, Teams or any other online vehicle

During this uncertain time, Musica is doing everything possible to enable young people and adults to continue to access the Creative Arts. Music being the main aspect. While we are all under particular Coronavirus restrictions one of the most popular vehicles is using online multi person platforms, i.e., Zoom or Teams.

The Musica policy on how to achieve the best possible result includes using existing policies including.

GDPR

Health and Safety

Risk Assessment

Safe Use and Storage of Images

Safeguarding of Children and Young People

Safeguarding Children in a Digital World

Safeguarding Vulnerable Adults

It is unusual for Musica to host any events, and specific guidelines would be used to ensure that all involved would remain safe and comfortable in conjunction with the above policies, it is usual for Musica to carry out a Risk Assessment before undertaking any activity, this would include, safe usage of equipment, trip hazards first aid requirements and all aspects of keeping participants safe and comfortable.

Under Coronavirus regulations, (as it stands at time of writing), Musica has set out certain requirements when involved in these new ways of working.

The organisation requesting Musica will be required to host the event, therefore it will be the organisation responsible for inviting participants, ensuring that all personal details are kept safe by them in line with their own GDPR Policy. At no time would Musica be sent or given in any other way any Personal details of any of those involved. It would also be the responsibility of the organisation to complete their own risk assessment and send to Musica (as participants of the event). Each individual organisation would be responsible for ensuring that they have the equipment to enable them to take part in the activities and for the safe usage of said equipment. Both the Musica staff and the tutors would require the status of co-host to enable them to interact with the other participants, this could also mean having to mute participants at times, so all participants must be made aware by the host organisation in advance of the event.

Musica staff would be responsible for their own equipment and the upkeep of it, they would also follow the guidelines set out in the above Policies and would be responsible for their own behaviour. They would work along side any risk assessment presented to them by the host organisation and would adhere to that risk assessment. Along side this any Musica staff will be continually carrying out their own Dynamic Risk Assessment and would ask for the event to be halted if they felt there was an issue.

It would be at Musica staff's discretion to halt their participation in any online event if they felt that any issue raised has not been addressed.

Musica is hopeful to be able to re-engage with all our friends in the future and look forward to that day.