

## COVID-19 RISK ASSESSMENT

Assessment Reference No.	COVID-19	Area or Activity Assessed: Music Service activities	<b>Music Service Teaching in Schools</b>
Assessment Date:	4 <sup>th</sup> December 2020		
Person who may be affected by this activity	Staff, Contractors & Service Users		

Context of this risk assessment

Ref: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The current government guidance for the full re-opening of schools says *“All pupils should have access to a quality arts education. Music, dance and drama build confidence and help children live happier, more enriched lives, and discover the joy of expressing themselves.”*

*“Schools can continue to engage peripatetic teachers during this period, including staff from music education hubs.”* Music tutors work with children from different classes within one school, and move between schools, therefore, mitigations are needed, based on social distancing and minimising contact.

The government guidance states that schools should *“Develop remote education so that it is integrated into school curriculum planning.”* The Music Service offer includes remote delivery as part of the curriculum. The ability to deliver music education remotely will be tested early in the term.

There is a specific section in the government guidance for the full re-opening of schools about Music, Dance and Drama. Other government guidance has been taken into account (see references). Additional guidance on practical delivery of music education in the classroom is taken from Music Mark, the professional organisation.

**Music tutors will comply with school arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils. Before commencing work in a school, the music tutor will conduct their own risk assessment, for and on behalf of Edsential CiC, using the Music Service template with reference to the control measures below.**

## Section 1: Identify the Hazard

1.	Transmission of COVID-19 through bio-aerosols emitted when singing or playing instruments	✓	2.	Transmission through contact with other people	✓	3.	Transmission through contact with touch points	✓	4.	Workforce Resilience	✓
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## Section 2: Risk Controls

What are the hazards?	Who might be harmed	Risk	Pre-Control Risk Rating (Likelihood x Severity)	Controls Required	Post-Control Risk Rating (Likelihood x Severity)
Transmission of COVID-19 through bio-aerosols emitted when singing or playing instruments	<b>Music Teachers Children School Staff</b>	Singing and playing blowing instruments poses an additional risk of transmission; Music tutor in the same room for long periods;	3 x 3 = 9	<p><b>In all situations:</b></p> <ul style="list-style-type: none"> <li>The tutor to be positioned at least 2m away (preferably more) from all pupils and staff during lessons.<sup>5</sup></li> <li>Teaching will take place outside where possible.</li> <li>Indoor teaching spaces will be well ventilated <sup>1</sup></li> <li>Indoor spaces will be large with sufficient capacity for the group with high ceilings where possible.</li> <li>Pupils to be facing forward where possible.<sup>1</sup> Face-to-face rehearsing and performing will be avoided where possible.</li> <li>Do everything possible to minimise contacts, avoid close face to face contact and minimise time spent within 1 metre of anyone.</li> </ul> <p><b>First Access, Whole Class and PPA Cover</b></p> <ul style="list-style-type: none"> <li>Where practically possible, pupils to be physically distanced, especially when singing or playing wind and brass instruments.<sup>1</sup></li> <li>Volume of instruments, singing and speaking will be reduced by: Keeping backing tracks low; Limiting the amount of whole class</li> </ul>	1 x 3 = 3

				<p>singing/playing wind instruments together; Having classroom management strategies to get attention and quiet in the room without the tutor raising his/her voice. In situations where physical distancing of pupils is limited, these mitigations are particularly important.</p> <ul style="list-style-type: none"><li>• An adult with the qualifications/competence/experience to be in the best position to assume duty of care for the class 'bubble' should be in attendance during lessons in addition to the music tutor(s). The adult assuming duty of care must be readily available to the music tutors during the lesson.</li></ul> <p><b>Individual or small group tuition</b></p> <ul style="list-style-type: none"><li>• Pupils grouped so that only pupils from the same 'bubble' learn together.</li><li>• Music Tutor will be side-by-side with pupils where possible.</li><li>• Where practically possible, pupils playing wind and brass instruments or singing to be physically distanced.<sup>1</sup></li><li>• Position wind and brass players so that the air from their instrument does not blow into another player.</li></ul> <p>If the above measures are not possible in school, then remote teaching and instrument tuition is available (see section below).</p> <p><b>Singing</b></p> <ul style="list-style-type: none"><li>• Singing will take place in the largest space available or outside where possible with good ventilation</li><li>• If singing in a classroom, the room must be well-ventilated and apply mitigations – low volume, small groups singing at a time, limit time if all singing.</li></ul>	
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				<ul style="list-style-type: none"> <li>• Where space/ventilation is limited, risk can be reduced by singing at low volume and backing tracks should also be low.</li> <li>• All children should face in the same direction when singing.</li> <li>• Tutor will consider where to lead from – side or behind is less risk.</li> <li>• Paper copies will be avoided – Tutor may use screen at front or teach songs by ear.</li> <li>• Consider time spent singing: Less time = Less risk</li> </ul>	
Transmission through contact with other people	<b>Music Teachers Children School Staff</b>	Physical contact with other people poses an additional risk of contracting the virus; Transmission between children in different bubbles; Staff contracting corona virus from other adults on arrival, departure and general movement around the school; A pupil showing signs of corona virus in a music lesson; Music tutors in proximity of Corona Virus case in school; Music Tutors spreading the virus between schools; Poor	3 x 3 = 9	<ul style="list-style-type: none"> <li>• Physical contact such as hand holding, clapping other children's hands or touching own face will be avoided.</li> <li>• Floor tape (or equivalent) may be used to mark areas to help people maintain distance.</li> <li>• Teachers should not provide physical correction (music, dance and drama).</li> <li>• Timetables for small group tuition will be re-organised so that only children from a single bubble are in a group together.</li> <li>• Music tutors to keep 2m (or 1m plus mitigations) away from all staff, pupils and colleagues in school corridors, wherever possible.</li> <li>• Arrival and departure times planned to avoid contact with others.</li> <li>• Music tutors will wash hands, or sanitise, on arrival and departure from each school and more often than usual.</li> <li>• Use of the staff room, toilet facilities, photocopying etc. to be discussed as part of the risk assessment.</li> <li>• The school and Edsential staff will follow the guidance from the Track and Trace team.<sup>4</sup> Music Tutors to keep accurate attendance registers for small group tuition.</li> <li>• Catch it, bin it, kill it advice about sneezing and blowing nose to be followed.</li> </ul>	1 x 3 = 3

		hygiene increases risk of spreading the virus.		<ul style="list-style-type: none"> <li>• The school to provide tissues, a bin and a hand sanitising station in the teaching room.</li> <li>• Children must wash their hands before and after attending a music lesson.</li> <li>• Children with special needs to be considered individually within the Edsential/school risk assessment. This includes children with medical needs, for example; allergies.</li> <li>• Procedure to follow when a pupil does not arrive for a small group tuition lesson to be discussed with the school in advance.</li> <li>• Music Tutors will wear face coverings where required by the school or other local policies. Music tutors may also choose to wear face coverings at other times in settings where children are in Years 7 and above and where social distancing cannot be safely managed. Music tutors should ensure that their face coverings are worn correctly and we have provided clear instructions<sup>5</sup> on how to put on, remove, store and dispose of face coverings to avoid inadvertently increasing the risks of transmission.</li> <li>• Performances to a live audience will require an individual risk assessment following the latest advice in the DCMS <a href="#">performing arts</a> guidance and guidance on delivering <a href="#">outdoor events</a> and <a href="#">Guidance for the Christmas period - GOV.UK (www.gov.uk)</a></li> </ul>	
Transmission through contact with touch points	<b>Music Teachers Children School Staff</b>	Touching resources could transmit the virus; Touching instruments by the tutor could transmit virus; 'touch points' in the room could be a point of transmission between people.	3 x 3 = 9	<ul style="list-style-type: none"> <li>• Resources that are shared between classes or bubbles, should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.<sup>1</sup></li> <li>• Additional resources will be kept to a minimum.</li> <li>• Cleaning of resources such as chairs, stands and school equipment will be agreed with the school according to the school protocol.</li> <li>• Music scores, parts or scripts will only be handled by the individual using them as far as possible.</li> </ul>	1 x 3 = 3

				<ul style="list-style-type: none"> <li>• Sheet music should not be shared between pupils. Music tutors might carry laminated copies which are cleaned between pupils. Photocopying needs to be recorded in accordance with licensing requirements.</li> <li>• Music Tutors will sanitise hands before and after handling instruments.</li> <li>• Pupils will be taught how to take care of their own instruments;</li> <li>• Pupils will not share instruments. Instruments will be named.</li> <li>• 'Touch Points' should be cleaned between children from different bubbles. The school will provide the protocol for cleaning.</li> <li>• After tuning string instruments, the tutor should disinfect all of the tuning pegs and strings;</li> <li>• Instruments hired from Edsential will be cleaned before first use. Cleaning will be carried out according to the agreed Edsential process (details available on request) and will take place by Edsential staff (Resources Staff or trained Music Tutors).</li> </ul>	
Risk of transmission of Covid-19	<b>Musicians, Pupils, School staff.</b>	Additional risk from after school clubs.		<ul style="list-style-type: none"> <li>• After-school activities will follow the measures in this risk assessment assuming that children remain within their bubbles and in their own school setting.</li> <li>• After-school activities that bring children together from across bubbles are not being undertaken at present. An individual risk assessment would be necessary in line with <a href="#">Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk)</a></li> </ul>	
Risk of transmission of Covid-19	<b>Musicians, Pupils, School staff.</b>	Additional risks associated with in-person performance (contact, aerosols, touch points)		<p><b><u>Leaps and Bounds Roadshow (In-Person)</u></b></p> <ul style="list-style-type: none"> <li>• Musicians work in a consistent 'team' in a small number of settings to minimise contacts made;</li> <li>• Team members will not car-share or use public transport.</li> <li>• Musicians to take care to maintain social distancing on arrival and departure from school;</li> </ul>	

				<ul style="list-style-type: none"> <li>• Musicians to keep at least 2m spacing between each other during the performance;</li> <li>• The performance will be led from the front at all times, maintaining a minimum 2m distance (preferably more) from school pupils and staff using a length of voile to demarcate areas;</li> <li>• School staff will supervise children at all times, providing intervention and support as required;</li> <li>• Children attending each performance will be from a single 'bubble';</li> <li>• The setting will make available a large, well-ventilated space (like a school hall) which should be at least 8m wide to accommodate the performance element;</li> <li>• The setting will provide 4 chairs, an electrical power source (with extension lead). These will be cleaned according to the school policy.</li> <li>• Musicians will clean and sanitise their hands and equipment as required.</li> <li>• The school may provide pupils with a selection of classroom percussion instruments for their own use. Instruments should not be shared between pupils.</li> <li>• Participation through singing, chanting or shouting will be limited.</li> <li>• Musicians will only attend work if they are well and showing no symptoms of Covid-19. In the event of an absent tutor, the performance will continue, if possible. Otherwise, cancellation may be necessary.</li> </ul>	
Spread of Covid-19 Coronavirus	<b>Music Teachers Children</b>	Risks described above and applied to REMOTE delivery	3 x 3 = 9	<b><u>REMOTE TEACHING</u></b> <b><u>Whole Class Teaching and First Access delivered remotely</u></b>	1 x 3 = 3

	<p><b>School Staff</b></p>			<p>Whole class teaching, including First Access, will be replaced by a music scheme delivered remotely.</p> <p><b>Delivered through videos, live video conferencing</b></p> <ul style="list-style-type: none"> <li>• Music Service tutors will use Teams or Zoom using accounts in their Edsential email address.</li> <li>• Alternatively, music tutors could use the school system if this is organised in advance.</li> <li>• The music tutor will 'meet' online with the class teacher in advance of the first session in order to agree the lesson delivery.</li> <li>• Classroom management is the full responsibility of the class teacher in situ. This includes implementing the school behaviour policy, movement of children in the classroom, use of musical instruments and equipment, spacing of children when singing.</li> </ul> <p><b>Singing</b> Please refer to section earlier in this document on singing.</p> <p><b>Musical instruments and equipment</b></p> <ul style="list-style-type: none"> <li>• Children will not share equipment and will be using their own personal equipment (pens, pencils etc.)</li> <li>• Any musical instruments must not be shared between children and should be cleaned appropriately before and after the lesson.</li> </ul> <p><b>Papers</b></p> <ul style="list-style-type: none"> <li>• Where children are asked to record their work on paper, this will be individual work and no paper resources will be shared.</li> </ul> <p><b><u>Instrument Tuition</u></b> Instrument Tuition will be delivered remotely in school and directly to families in their own homes with the following controls:</p> <ul style="list-style-type: none"> <li>• Children to be supervised by school staff in school or parent/carer at home;</li> <li>• Lessons delivered through Edsential's Microsoft Teams account;</li> </ul>	
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				<ul style="list-style-type: none"> <li>• Safeguarding protocols to be shared with parents/carers and schools;</li> <li>• Children play their own instruments which are not shared with other children.</li> <li>•</li> </ul> <p><b><u>Teacher Training</u></b></p> <ul style="list-style-type: none"> <li>• Teacher Training will be delivered online through Microsoft Teams or alternative Edsential platform.</li> <li>• Teachers book in advance on the Edsential website.</li> </ul> <p><b><u>Music Ensembles</u></b></p> <p>Students learning with an Edsential tutor can join an Edsential ensemble free of charge. From September to December, this is an online activity.</p> <ul style="list-style-type: none"> <li>• Music ensembles will be delivered online using the Zoom platform.</li> <li>• Parental consent will be gained before a student takes part.</li> <li>• Safeguarding protocols to be shared with parents/carers/students.</li> <li>• Ensemble leads to be trained and monitored in the new delivery.</li> </ul>	
Workforce Resilience	<b>Music Service Staff</b>	Music Service staff may be quarantined or in local lockdown; School requests may be difficult to fulfil; Losing school and individual customers	3 x 2 = 6	<ul style="list-style-type: none"> <li>• Music tutors will not attend work in-person if they are unwell or are having any symptoms associated with coronavirus (COVID-19) such as fever, a new and sustained cough, loss of sense of taste or smell or if they need to be isolating for any other reason. Where health permits, music tutors will be able to deliver a lesson online via live video conferencing.</li> <li>• The staff and school's ability to work online through live video conferencing will be tested and trialled early in the term.</li> <li>• Music Service staff will be supported and monitored through small supervision teams. Tutors have access to Occupational Health resources.</li> <li>• Good communication will be maintained with schools and parents/carers via Area Leads.</li> </ul>	1 x 3 = 3

## Main References:

### Government Advice

1. <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
2. <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
3. <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>
4. <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>
5. <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>
6. <https://www.gov.uk/guidance/new-national-restrictions-from-5-november>

### Music Mark Guidance

7. <https://www.musicmark.org.uk/wp-content/uploads/Guidance-for-Providers.pdf>.

### Other Government Guidance referred to:

- [Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus \(COVID-19\) outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/protective-measures-for-holiday-and-after-school-clubs-and-other-out-of-school-settings-during-the-coronavirus-covid-19-outbreak)
- [DCMS performing arts guidance](https://www.gov.uk/government/publications/dcms-performing-arts-guidance)
- [Guidance on delivering outdoor events](https://www.gov.uk/government/publications/guidance-on-delivering-outdoor-events)
- [Guidance for the Christmas period - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/guidance-for-the-christmas-period)
- [COVID-19: suggested principles of safer singing - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing)

### Risk Rating

**S = SEVERITY**

**L = LIKELIHOOD**

**Degree of Risk (DR) = RISK x SEVERITY**

**\*\* Residual Risk (RR) = the level of risk that remains after suitable and sufficient control measures are introduced.**

LIKELIHOOD	SEVERITY
1= Low	1 = Slight
2= Medium	2 = Serious
3 = High	3 = Major

Risk Matrix			
Degree of Risk	1	2	3
1	1	2	3
2	2	4	6
3	3	6	9

Risk Score	Risk Rating	Actions Required
1 – 3	<b>LOW</b>	Continue to review working practises on a regular basis and implement any additional control measures required within the time scale given in the Risk Assessment.
4 – 6	<b>MEDIUM</b>	Implement control measures within time scale shown in risk assessment and review working practises on a regular basis. Review tooling and working practises used to reduce the probability of an accident to the lowest level possible. Employee consultation should be included in the review.
7 – 9	<b>HIGH</b>	DO NOT allow work to start and review working practises immediately. Implement all the additional control measures identified in the Risk Assessment within the given time scales. Continue to review and implement additional control measures until the probability of an accident is reduced to the lowest level possible. Employee consultation should be included in the review.

All control measures are in place and no further action is required **YES / NO**  N

Additional control measures have been identified and are required **YES / NO**  Y

### 3. Additional Control Measures Required

I.D.	Additional Assessments Required	Time Scale	Date Actioned	Reviewed	Personal Responsible
	Risk Assessment for music lessons to take place in each school	To take place before first teaching session			Music Tutors

Signed originator: Alison Corten      Job title: Music Service Leader.

Date completed: 17<sup>th</sup> September 2020    Date for revision: On-going