



## Generic Music in Schools RISK ASSESSMENT

Assessment Reference No.	<b>Music Sept 23</b>	Area or Activity Assessed: Music Service activities  Reviewed by	<b>Music Service Teaching in Schools</b>  Alex Harper
Assessment Date:	7 <sup>th</sup> September 2023		
Person who may be affected by this activity	Staff, Contractors & Service Users		

### Context of this risk assessment

The Music Service Risk Assessment outlines service-specific control measures additional to those described in the latest Company-wide Risk Assessments. Edsential Musicians and support staff will comply with the Edsential Company-wide Risk Assessments.

**Music tutors will comply with school arrangements for managing and minimising risk, including school-specific guidance for managing Covid-19 outbreaks.**

**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.**

**There are additional risk assessments for individual music centres.**

### Section 1: Identify the Hazard

1.	Environmental Issues	✓	2.	Equipment	✓	3.	Activities and Procedures	✓	4.	Workforce Competence, Discipline and Resilience	✓
5.	Transport	✓	6.	Personal Data	✓	7.	Planning and Control	✓			

## 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)
ENVIRONMENTAL ISSUES: Accidents resulting from inadequate space.	<b>Teachers and Pupils</b>	Accidents from other instruments (string bows, trombone slides); hearing loss from loud volume; risk of air-borne infections such as Covid-19.	3x2=6	<ul style="list-style-type: none"> <li>The school should provide a space with suitable heating, lighting, and ventilation. The space should be a suitable size to comfortably accommodate the activity with consideration given to volume of sound, aerosol emittance and physical space requirements. A typical school hall would be appropriate for whole class woodwind, brass, or strings.</li> <li>For small group tuition, the room should have a clear glass panel in the door. If no clear panel, the music tutor should leave the door open while teaching.</li> <li>The school should notify the music service in plenty of time to allow them to plan for alternative accommodation and make changes to planned learning activities, if necessary.</li> </ul>	1x2=2
EQUIPMENT <ul style="list-style-type: none"> <li>Musical instruments</li> <li>Cases</li> <li>Classroom furniture</li> <li>Electrical equipment and cables</li> <li>Reeds and mouthpieces</li> </ul>	<b>Teachers and Pupils</b>	Slips, trips and falls; Strains; trapping fingers in folding music stands; accidents from faulty electrical equipment;	3x2=6	<ul style="list-style-type: none"> <li>Adequate storage facilities should be provided in schools.</li> <li>Tutors and schoolteachers should plan supervised routines for the safe movement of classroom furniture, instruments, cases and stands.</li> <li>Children are supervised when setting out and putting away music stands and chairs. Chairs should not be stacked too high -the school should advise.</li> <li>Tutors may allocate roles and responsibilities to students to help monitor instruments and classroom furniture. These children should be taught how to handle the music and ancillary equipment safely.</li> </ul>	1x2=2

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<ul style="list-style-type: none"> <li>• Music stands</li> </ul>				<ul style="list-style-type: none"> <li>• Cases are stowed at the side of the teaching space and routines should be established for where and how to put instruments down whilst at rest.</li> <li>• No children should move the piano. This is done by staff who are competent at manual handling. Staff who handle heavy equipment should request training for safe manual handling. Staff should not undertake manual handling tasks they feel are outside their individual capabilities, they should leave the task, request assistance and/or request manual handling aids, as appropriate.</li> <li>• Schools are encouraged to purchase stackable music stands – where this is not possible, the children are taught how to operate folding stands.</li> <li>• Electrical equipment that is connected to the mains electrical supply should be PAT tested regularly. Music Tutors should visually check the equipment they are using and refer to the school/Edsential if a PAT test is required. No equipment should be used if there is an obvious fault.</li> <li>• Electrical cables should be taped down or adequately arranged to avoid tripping hazard.</li> <li>• <u>PPA</u> Teachers should regularly check all sound making equipment is in good condition, with no sharp edges or loose heads of beaters.</li> <li>• <u>PPA</u> Teachers should consider appropriate strategies for distributing and collecting classroom percussion instruments safely.</li> <li>• All sound making Instruments are suitably sized for children. (Nothing too big or heavy for EYFS hands to hold).</li> </ul>	
<p>ACTIVITIES and PROCEDURES</p>	<p><b>Music Tutors</b></p>	<p>Hearing damage; RSI and muscle strain; Eye strain; Vocal strain</p>	<p>2x2=4</p>	<ul style="list-style-type: none"> <li>• Music Tutors provided with hearing protection. Guidance provided in Safer Working Practices document.</li> <li>• Regular hearing tests for music tutors provided by Occupational Health Provider. The music tutor is responsible for following any</li> </ul>	<p>1x2=2</p>

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				<p>specific advice given and to notify their line manager of any issues or concerns between tests.</p> <ul style="list-style-type: none"> <li>• Adequate breaks for tutors during the working day.</li> <li>• Tutors are trained and monitored in appropriate teaching strategies.</li> </ul>	
ACTIVITIES and PROCEDURES	<b>Pupils</b>	Hearing damage; RSI and muscle strain; Eye strain; Vocal strain	2x2=4	<ul style="list-style-type: none"> <li>• Tutors should consider appropriate teaching strategies to control volume and to stop sound when required.</li> <li>• Pupils using headphones are taught to have them on a medium volume.</li> <li>• Tutors plan varied activities to prevent excessive fatigue and repetition for children and tutors.</li> <li>• Children's music is written clearly on large enough staves to aid ease of reading.</li> <li>• Activities are tailored for the space and the ability of the children.</li> <li>• School should provide information and appropriate policies, for example, behaviour, sanctions and rewards.</li> <li>• Children are taught to play and sing with good technique to avoid injury or strain.</li> <li>• Appropriate songs are chosen that are suitable for the children's vocal range.</li> <li>• Teachers instruct children how to use their voices correctly when singing and refrain from shouting. Suitable vocal warm-ups are planned and used accordingly.</li> <li>• Teachers ensure the children are positioned so that they can see the whiteboard and so that they can perform music with a good posture while reading the board.</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> </ul>	

<p>ACTIVITIES and PROCEDURES: Online Learning</p>	<p><b>Teachers and Pupils</b></p>	<p>Technical failures; Safeguarding issues; Privacy issues.</p>	<p>3x2=6</p>	<p><b><u>Whole Class Teaching and First Access delivered remotely through videos, live video conferencing</u></b></p> <ul style="list-style-type: none"> <li>• Music Service tutors will use the school learning platform for joining whole class lessons.</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 and to plan how to mitigate risks associated with online 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><u>Instrument Tuition (On-line learning)</u></b></p> <p>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>• Parent/carer gives permission before starting a course of home-based lessons.</li> <li>• Lessons delivered through Edsential's Microsoft Teams account or the school learning platform (as agreed with school);</li> <li>• Safeguarding protocols to be shared with parents/carers and schools;</li> <li>• Lessons must take place in a suitable environment, for example a family room. Lessons will not take place in bedrooms.</li> <li>• Edsential musicians use their Edsential email address when setting up any new accounts.</li> <li>• Teachers should protect themselves from accidental inappropriate contact with students by restricting their profile so that it does not automatically accept contact requests and is not accessible to students.</li> <li>• Tutors are empowered to end a lesson if they feel that the teaching situation or any aspect is not compliant with our procedures.</li> </ul>	<p>1x2=2</p>
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				<ul style="list-style-type: none"> <li>• Students are not to wear headphones during the lesson so that the lesson can be heard by others. If headphones are required, then parents are informed so that parents can monitor if they wish to.</li> <li>• Guidance to students and their parents/carers states that the online platform is to be used for lessons only and not for other contact, e.g. sharing photos or general messaging.</li> <li>• Any contact made with parents is made through Edsential email.</li> <li>• Tutors are instructed to dress smartly and use a neutral background.</li> <li>• The guidance for parent states that students are not to wear inappropriate clothes. If tutors feel uncomfortable, they are empowered to terminate the call and communicate the reason afterwards. The same applies if a student behaves inappropriately, and it may be necessary to take further action if this happens.</li> <li>• Safeguarding incidents must be reported immediately via the established safeguarding procedure.</li> </ul>	
Infections and Health including COVID-19 Music Tutors contracting and/or infecting others	<b>Teachers and Pupils</b>	Music tutor contracts spreads infection by attending work with Covid-19 or another infectious condition	$2 \times 3 = 6$	<ul style="list-style-type: none"> <li>• In addition to this, Music tutors must also follow individual school's protocols.</li> <li>• Clear instructions have been provided on how to put on, remove, store and dispose of face coverings to avoid inadvertently increasing the risks of transmission.</li> <li>• Music Tutors to keep accurate attendance registers to assist with tracing contacts.</li> </ul>	$1 \times 3 = 3$
Transmission of airborne infections including COVID-19	<b>Teachers and Pupils</b>	Singing and playing blowing instruments poses an additional risk of transmission;	$2 \times 3 = 9$	<ul style="list-style-type: none"> <li>• Indoor teaching spaces should be well ventilated. In most cases this means keeping windows open during lessons.</li> <li>• The Music Service has a number of CO2 monitors for staff use on request.</li> </ul>	$1 \times 3 = 3$

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through bio-aerosols.		Music tutor in the same room for long periods.		<ul style="list-style-type: none"> <li>Wind and brass players should be positioned so that the air from their instrument does not blow directly into another player.</li> </ul>	
Infection control. Transmission through physical contact with other people and touch points.	<b>Teachers and Pupils</b>	Physical contact with other people and resources poses an additional risk of contracting infections.	2 x 3 = 9	<ul style="list-style-type: none"> <li>Instruments other than classroom percussion will be thoroughly cleaned before first use. Cleaning will be carried out by music service staff according to the agreed Edsential process (details available on request).</li> <li>Instruments that are transferred between pupils must be thoroughly cleaned according to Edsential's protocols between pupils.</li> <li>Music tutors are advised to wash hands, or sanitise, on arrival and departure from each school.</li> <li>Catch it, bin it, kill it advice about sneezing and blowing nose to be followed.</li> <li>Music Tutors will sanitise hands regularly when handling pupils' 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 individually labelled.</li> </ul>	1 x 3 = 3
SUPERVISION, COMPETENCE, DISCIPLINE Accidents happening to pupils or staff. Safeguarding issues Children not making progress	<b>Teachers and Pupils</b>		3x3=9	<ul style="list-style-type: none"> <li><u>Teaching in Partnership</u> - A member of school staff with the competence to be in the best position to assume duty of care for the class should be in attendance during lessons in addition to the music tutor(s) to assist with classroom management. The school staff member must be readily available to the music tutors during the lesson.</li> <li><u>PPA Cover</u> - The Edsential teacher should be made aware of how to summon support, if required.</li> <li>Report any issues, concerns, or accident/incidents in a timely manner.</li> <li>Tutors familiarise themselves with safety and emergency procedures including how to evacuate. In the event of fire, instruments to be left behind.</li> </ul>	1x3=3

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				<ul style="list-style-type: none"> <li>• First Aid is provided by the school. Music tutors to be aware of how to access First Aid support.</li> <li>• Edsential staff are suitably qualified for the requirements of the job and are recruited through a Safer Recruitment process.</li> <li>• All Edsential Music staff are DBS checked on a rolling three-year basis.</li> <li>• Staff attend Child Protection Training on a rolling 3 year basis and will report any Child Protection concerns to the designated safeguarding officer.</li> <li>• Staff have read and follow the Music Safer Working Practices document.</li> <li>• Tutors are part of the performance management process, where their classroom management skills are being developed throughout their careers.</li> <li>• Tutors adhere to the school's rewards and sanctions policy as laid out in the initial planning meeting</li> <li>• <u>Teaching in partnership</u> Planning time with co-tutors and the class teacher allows for classroom management strategies to be discussed prior to the lesson taking place.</li> <li>• Should an Edsential staff member be ill, appropriate cover will be provided where possible. Otherwise, the lesson will proceed if there is one tutor attending unless it considered unsafe to do so.</li> <li>• Tutors inform Edsential immediately about absence following the procedure outlined in the Procedures document.</li> </ul>	
Workforce Resilience	<b>Music Service Staff</b>	Music Service staff may be self-isolating; School requests may be difficult to fulfil; Losing school and individual customers	$3 \times 2 = 6$	<ul style="list-style-type: none"> <li>• Remote teaching has been developed in order for tutors to deliver from home, or for pupils to learn from home, if necessary.</li> <li>• Online Learning protocols have been developed to safeguard children and to take account of personal privacy.</li> <li>• Planning documents are held centrally and are available for tutors/teachers on cover.</li> </ul>	$1 \times 3 = 3$



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				<ul style="list-style-type: none"> <li>• Music Service staff are 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>	
TRANSPORT: Motor vehicle accidents whilst travelling to work or in school car parks.		Accidents caused by rushing or poor maintenance of vehicles; higher risk of accidents in car parks.	3x3=9	<ul style="list-style-type: none"> <li>• Tutor timetable allows adequate time to travel between schools.</li> <li>• Tutors to have adequate business insurance.</li> <li>• Tutors to drive well maintained vehicles and to drive safely.</li> <li>• Tutors to follow the school's parking policy when visiting. Edsential's policy is to use reverse parking if possible.</li> <li>• Tutors to read and follow Edsential policy: Driving for Work.</li> <li>• Driving Licences, insurance and MOTs are checked on a regular basis.</li> </ul>	1x3=3
PERSONAL DATA		Loss of personal data resulting in risk to individuals and reputational risk to the company.	3x2=6	<ul style="list-style-type: none"> <li>• Staff follow advice in the music service's Safer Working Practices document. Personal data is only held where necessary and is kept securely.</li> </ul>	1x2=2
OVERALL PLANNING MONITORING AND CONTROL · · Problems or concerns not known about or dealt with			3x3=9	<ul style="list-style-type: none"> <li>• The school monitors the education provided</li> <li>• Edsential monitors staff and activities on a rolling programme across the whole provision.</li> <li>• Initial Planning questionnaire designed to gather all relevant safety, SEN and safeguarding information. Pertinent medical information is shared to the tutors at the discretion of the school.</li> <li>• Fire procedure is made clear to the tutors by host school staff.</li> <li>• Details of the students, including medical information, emergency contact details, critical incident contacts is carried by the host school.</li> <li>• Edsential has Public Liability and Professional Indemnity insurance cover.</li> <li>• <u>Small group tuition</u> - Contact with parents is maintained via a practice diary or regular emails and an annual report.</li> </ul>	1x3=3

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				<ul style="list-style-type: none"> <li>The generic Risk Assessment is reviewed annually in the context of each school and sooner, if required.</li> <li>Accidents should be notified to the school.</li> <li>Incidents and Accidents (including “near misses”) are reported to Edsential via PRIME which is available on Selima</li> <li>Issues of concern are reported to line managers or via the Accident/Incident PRIME reporting system.</li> </ul>	
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References:

- [www.soundadvice.info](http://www.soundadvice.info)

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

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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**

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

### 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    Latest revision: 7<sup>th</sup> September 2023 (Alex Harper)

Date for revision: 30<sup>th</sup> August 2024

### Additional Risk Controls in the event of a Covid-19 outbreak

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During periods of higher risk, for example; local outbreaks of Covid-19 in schools, the risk assessment will be reviewed and additional mitigations could be put in place. The Music Service has a separate Plan for a Covid Outbreak which is available on request.