

Music Service - Risk and Impact Assessment

Part 1 Main Risk Assessment

Location / Site	Schools and Public Buildings	Date of original assessment	21.09.2020	Name of Assessor(s)	John Callister	Assessment Title / No		Music Service v.11
Project or Team Name	Entrust Music Service	Job No (where applicable)	N/A	Service	Music Service	Date of Review		23.02.21
						Next Review Date		09.03.21
Site Director / Manager	Various	Director	Sean Latham		Head of Service		John Callister	
Task Assessed	Music Service visits to schools to enable face to face delivery of music lessons. For individuals, groups, and whole class work.							
Purpose	This document is intended for anyone who has responsibility for music-making in education settings (school leadership, teachers, governors, music service staff, parents, and pupils). It provides suggested control measures and prompts to think about in specific local circumstances. It is not intended to cover all risks associated with activity: it looks at additional measures to minimise transmission of Covid-19 and systems and processes which have adapted because of the pandemic (e.g. digital teaching). All existing risk assessments still apply.							
Narrative	On Thursday 2nd July 2020, the Government first released guidance for schools on full reopening from September 2020. Further updates have continued to be released and, with specific guidance for Music Education. The guidance can be found in full in the links below along with additional relevant government guidance links which are also detailed below.							
DfE Guidance for Schools (DfE):	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak						Updated 22.02.2021	
Local Restrictions	https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know						Updated 22.02.2021	
Out of school settings (DfE):	https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak						Updated 02.02.2021. Under review.	
Guidance for parents/carers (DfE):	https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak						Updated 02.02.2021. Under review.	

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Performing Arts (DCMS):	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts	Updated 10.02.2021
Face Coverings in Education (DfE):	https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education	Updated 08.01.2021 Under review.
Music Unlocked (Music Mark):	The UK Association for Music Education – ‘Music Mark’ has provided key documents entitled ‘Music Unlocked’ for providers and schools which can be found at the link below, along with the latest accompanying research: https://www.musicmark.org.uk/resources/music-unlocked-guidance-for-schools-and-music-providers/	Ongoing updates in line with new research and national guidance changes.
Suggested Principles of Safer Singing	https://www.gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing	20.11.2020
Asymptomatic testing in schools	https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges	02.02.2021

Assessing Risk

Assessing risk is about understanding hazards and can never expect to eliminate all possibility of harm. The standard is to identify **reasonably foreseeable** risks. We know that the extreme outcome of this infection is death or long-term health detriment, but both are unusual outcomes in children and younger adults. The reasonably foreseeable risk here is the spread of Covid-19 virus. Control measures should be **reasonable** and **proportionate**. All teachers will be assessed individual accordingly to the NHS definition of ‘vulnerable workers’ <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/>

Risk assessment is a positive process which enables activity.

It is essential that the school has considered this risk assessment and communicated any specific measures in place or to be adopted during the visit to those staff attending.

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What is the Hazard / Aspect i.e. Falls from Height, Slips, Resources Used	What is the Risk / Impact i.e. personal injury, fire, explosion	Current Control(s) i.e. SHE procedures, training, PPE	Severity	Likelihood	Inherent Risk	Further Controls Required	Severity (1-5)	Likelihood (1-5)	Residual Risk Rating	Further Action Necessary What and By When
Preparation for site visits: Exposure to infected person(s) and/or contaminated surfaces.	Infection with Coronavirus including the new variant which can be 50%-70% more infectious: -High temperature. This means you feel hot to touch on your chest or back (you do not need to measure your temperature) -New continuous cough. This means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) -Loss of smell or taste. This means you've noticed you cannot smell or taste anything, or things smell or taste different to normal -Nausea, vomiting, or diarrhoea -Shortness of breath or difficulty breathing -Sore throat -Headache -Nasal congestion or -Runny nose -Tiredness -Aches and pains -Death	The school has considered this risk assessment and communicated any specific measures in place or to be adopted during the visit to those staff attending Adopt good guiding principles in line with government advice and local Public Health information: - Physical Distancing of 2 metres (ensuring contact less than this is for no more than 15 mins) when not playing / singing. - Regular hand washing or sanitising, always upon arrival and when leaving site - Good ventilation in all teaching spaces • PPE where required and line with school and local public health requirements • Music Service staff are advised to follow all NHS guidance on coronavirus (COVID-19) Covid-19-guidance-for-employees in addition to specific company guidance and process • Music Service managers and senior leadership team are advised to follow the NHS guidance for employers and businesses on coronavirus (COVID-19) Covid-19 Guidance to-employers and Covid-19 Guidance for schools • All staff are encouraged to take part in the asymptomatic testing programme as per the latest government guidance. This can take place in schools, at home or as part of community testing depending on operational practicalities. • Tissues or sleeves are used when sneezing/coughing and tissues are disposed of safely. • Instances of touching face, mouth or nose are discouraged. • Employees with no access to company IT are provided with the latest Coronavirus updates by their Line manager, by email • The employee recognises the Capita face covering requirements and always wears one wherever possible (always in communal areas and closed environments). • Face coverings should be worn by adults (staff and visitors) and pupils when moving around indoors, such as in corridors and communal areas where social distancing is difficult to maintain. • All staff will complete 'social distancing' mandatory training modules • All risk assessments will be reviewed and recirculated every two weeks	5	1	5					

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Travel to Site Visits: Exposure to infected person(s) and/or contaminated surfaces.	Infection with Coronavirus including the new variant which can be 50%-70% more infectious:	• Only one person per vehicle no sharing of a vehicle including personal car. • Checks done to ensure you have available any necessary PPE on your person or in your vehicle • Field workers vehicles have cleaning equipment including sanitisers or cleansing surface wipes. • Within vehicles – all interior surfaces/contact points are cleaned at start and end of journey. • When refuelling vans disposable gloves are worn and these are disposed of in bins provided at stations. • Alcohol based hygiene gel/wipes are used when handwashing facilities are not available.	5	1	5				
School Site Visits: Exposure to infected person(s) and/or contaminated surfaces.	Infection with Coronavirus including the new variant which can be 50%-70% more infectious:	• At the start of the visit, the school has ensured everyone attending the school is aware of the conditions that need to be followed to ensure the session is conducted in as safe a way as possible. • Latest, Government, Public Health and Capita guidance is followed. • Any work that can be completed at home prior to visit is done so, with suitable arrangements for homeworking in place. (e.g. prep – digital delivery if requested) • Workers travel to site alone using their own transport or company vehicle. • Consideration given to parking arrangements, other means of transport to avoid public transport such as cycling • Where school visits are necessary, (e.g. for teaching) site controls for destination have been obtained. If no adequate controls are in place, then a 'dynamic risk assessment' is required. • Use of hand cleaning facilities or disposable gloves at entrances and exits before entering or leaving the school site • Hands washed or hands sanitised before / on entering site and on leaving a site. • Consideration given to holding sessions outdoors wherever possible • Always avoid skin to skin contact • Stairs used in preference to lifts • Social distancing is always observed whilst playing instruments or singing (2 metres or with robust risk mitigation where 2 metres is not viable). Always 2 metres between visiting staff and children. • National guidance issued to schools on preparing their teaching spaces in readiness for instrumental teaching, reinforcing a need for large and well-ventilated teaching spaces. (included at the start of this document) • Rooms should be well ventilated / windows opened to allow fresh air circulation • Individual(s) with any symptoms will ensure that they self-isolate immediately and notify their line manager. • All work surfaces, utensils, work tools and equipment are cleaned and disinfected before and after use • Wherever possible, materials used for teaching delivery (plans, documents, etc) are electronic or brought to the school by individuals, and resources are not shared. • Students always retain their own resources and touch their own materials.	5	1	5	Dynamic Risk Assessment dependent upon circumstances encountered on site.			

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		- Where instruments need to be tuned / touched by the teacher, a standard procedure involving hand washing / sanitising before and after will be used. - Teachers will never share or demonstrate on instruments belonging to students. - All staff should wear fresh clothes for each consecutive day of work. - Rosin will not be used in string lessons in confined spaces and rosin will not be shared. Teachers can give rosin to students for home use and this will be provided by the service. - Saliva (e.g. from brass instruments) will be collected in a wipe and bagged before disposal. - Teachers will need to repeat and reinforce good instrument hygiene practice with pupils. Teachers are best placed to advise and guide on the best hygiene approach for their instrument, in line with the guidance above. - Contact with surfaces, equipment or materials when on site is avoided / to be reduced if possible. - Food and drink at site are avoided. Employees bring their own food and drink from home and to consume this in isolation. - Re-usable face coverings thoroughly cleaned after use and not shared between workers - Single use PPE disposed of using school disposal process so that it cannot be reused - Avoid the use of temporary toilets wherever possible, - Avoid all skin to skin contact - Lessons may have reduced delivery time to allow for good hygiene practice - Staff will be encouraged to have the confidence to report issues where teaching spaces are not compliant with guidance.							
Airborne Transmission: Exposure to infected person(s) and/or contaminated surfaces.	Infection with Coronavirus including the new variant which can be 50%-70% more infectious:	- Length and volume of playing will always be considered by the teacher - Ventilation must be possible (e.g. open doors and window for flow of air.) - Playing should always be with the flow of air (instruments and ventilation) away from others. - Schools should review their capacities for all teaching spaces, including those previously used for group instrumental and vocal teaching. - A maximum group size should be set for each teaching space to allow safe distancing for instruments and singing - Back-to-back or side-to-side positioning (rather than face-to-face) is used whenever possible - Exploration of quiet singing is preferable to loud singing while research on bioaerosols is better understood in this context. - Teachers will choose repertoire carefully to reduce risk (e.g. avoiding pronounced Plosives/Consonants) - All staff have gloves, masks and hand sanitiser. Managers review with individuals the requirement for replacement or issue of replacement equipment or additional PPE dependant on specific site conditions or individuals' needs. - In combination with above control measures, additional PPE has been arranged for individuals to collect from Riverway or to purchase direct and to claim re-imbursement on expenses	5	1	5				

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		Even after application of social distancing guidelines, some staff may be uncomfortable with attending sites with standard PPE and may request additional disposable gloves, masks or over suits.							
Instruments: Direct transmission of COVID -19 virus from recovering or cleaning instruments from schools/ pupils/ parents.	Infection with Coronavirus including the new variant which can be 50%-70% more infectious:	- Gloves will be provided to teachers for the purposes of recovering instruments. - The guiding principles of hand washing, and physical distancing will be in place. - Primary schools will be asked to ensure that instruments are stored in one well ventilated area for cleaning. (e.g. school hall) - Teachers will be issued with sanitising wipes and solution to allow for effective cleaning of a variety of instruments. - After cleaning, instruments should not be used by pupils for at least 72 hours. - Procedures for drop off and collection, for the undertaking of repairs, will be discussed with schools individually.	5	1	5				
Safeguarding:	Children or staff at risk if safeguarding measures are not clear for live 1:1 or group virtual teaching	- Online teaching policy and procedures written, agreed and shared with staff, schools and parents. - The service to led (when required) by additional measures in place in schools (e.g. recording of lessons, where additional procedures are required). - Staff guides communicated on best practice for teaching online - Highlighting and reminders of key safeguarding measures. - Staff will be briefed regularly on best practice with regular discussion opportunities to continue improving practice and teaching and learning - Further training in best practice for online teaching will be offered to staff in advance of organising and commencing lessons in September.	4	1	4	 Music Service Teaching and Learning			
Data Protection and Information Security:	Teachers mismanage data and this puts parents or students at risk of contact by unknown persons.	- Only @entrust email addresses will be used for set up of lesson on 'Teams'. 'Teams' is the only agreed platform for online learning apart from where individual exceptions are made; 'Zoom' use is granted for digital ensembles but only in this circumstance with clear and appropriate procedures and safeguards. - All parent and student's data stored in 'Paritor Ensemble' on Azure secure drive. Teachers will be able to access email addresses for parents to arrange lessons. - Training on managing and handling data will be arranged alongside training for best practice in online learning, before rolling out to staff in September. - Teachers will be trained on managing their own personal data in relation to telephone numbers and email addresses.	4	1	4				
Stress and anxiety:	Music service staff Stress related ill Health	Employees are encouraged to discuss any issues / problems they may have with their line manager.	2	2	4				

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		- There is medium term security for all staff by balancing the use of the 'Coronavirus Job Retention Scheme (CJRS)' alongside the bespoke work requested by schools - Regular communication and ease of access to managers for regular discussion / dialogue							
DSE use when homeworking	Improper use of equipment resulting in personal injury.	- Teachers asked to assess their teaching environment. - Completion of DSE assessment tools - To discuss circumstances and environment with line manager where concerns are present	2	2	4				

Who may be harmed?

Employees	x	Contractors		Other Tenants		Visitors		Members of the Public		Young Persons	x	New and Expectant Mothers		Client Employees	x
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Part 1 Completion Notes

Assessors should complete Part 1 using guidance notes in this document and score the risk rating for each activity and its associated hazard(s). If the inherent risk rating score is above 5, the assessor should review the current controls to establish if additional controls can be identified that will reduce the risk rating to an acceptable level. If it isn't reasonably practicable to reduce the score to 5 or under, the assessor must complete Part 1 again and implement further control measures to reduce the risk to 5 or under before the activity can commence.

Risk Assessment Risk Matrix

People	Assets	Reputation	Severity		Certain	Very Likely	Likely	Possible	Unlikely
					5	4	3	2	1
Death, Serious Assault with weapon	Severe Damage	Severe Impact		5	25	20	15	10	5
Major Injury/Assault, Sexual Assault /Physical Touching/Hijacking/Abduction	Major Damage	Major Impact		4	20	16	12	8	4
Reportable Injury (Over 7 day lost), Minor Assault	Moderate Damage	Moderate Impact		3	15	12	9	6	3
Lost Time Injury (Under 7 days lost) Sexually Motivated Language, Racial Verbal Assault, (Being held Captive EMS only)	Slight Damage	Slight Impact		2	10	8	6	4	2
Minor Injury (No lost time) Verbal Assault (general)	No Damage	No Impact		1	5	4	3	2	1

Score	Risk	Breakdown/Action
1 to 5	Low	Adequate Control Measures may be in place - proceed with caution

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6 to 9	Low / Medium	Additional Control Measures should be sought to reduce the risk before proceeding
10 to 15	Medium	Additional Control Measures should be sought to reduce the risk before proceeding
16 to 19	Medium/high	Urgent Action Required Do Not Proceed
20 to 25	High	Immediate Action Required Do Not Proceed

Part 2 Dynamic RA for site hazards not covered in Part 1

Specific hazard not covered in Parts 1	Hazards	Persons at Risk	Current Control(s) Including	Severity	Likelihood	Risk	Further Controls required
Has the Client/site advised of any COVID-19 risk?	Infection with Coronavirus including the new variant which can be 50%-70% more infectious:	Music service staff	It is likely a site (e.g. school) will have its own COVID risk assessment in place that must always be considered. If you haven't heard of any specific requirements in relation to how the school is protecting visitors and their own employees, then ask for this to be communicated. Familiarise yourself with these requirements, this may include the need to wear specific PPE.				Dynamic Risk Assessment dependent upon circumstances
Does the site have adequate facilities for hand washing?	Infection with Coronavirus including the new variant which can be 50%-70% more infectious:	Music service staff	Do you have a means for washing or cleaning your hands regularly? Do you have a means for disposal of paper towels/tissues? Always wash your hands or hand sanitise before / on entering site and on leaving a site.				Dynamic Risk Assessment dependent upon circumstances
Does the Client/site have adequate control measures in place for managing COVID-19 spread?	Infection with Coronavirus including the new variant which can be 50%-70% more infectious:	Music service staff	Is social distancing actively complied with by all employees, their contractors and visitors.				Dynamic Risk Assessment dependent upon circumstances
Are you likely to come into close proximity of other people i.e. are you able to comply with 2m distancing?	Infection with Coronavirus including the new variant which can be 50%-70% more infectious:	Music service staff	Can you maintain a safe distance from your colleagues and others?				Dynamic Risk Assessment dependent upon circumstances

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Part 2 Completion Notes

The Dynamic RA is used to record new hazards at the start of the task. Assessors should complete the Dynamic RA by adding all additional identified hazards. These hazards should be assessed to see if controls can be identified that will reduce the Risk Rating to an acceptable level. Following implementation of the control measures if the risk rating still shows unacceptable, further controls must be implemented until the final risk rating has been reduced to an acceptable level.

Risk Assessment Approved By

Name	S Latham	Signature	S Latham	Position	Director, Entrust	Date	20.07.2020
Name	C Samath-Parker	Signature	C Samath-Parker	Position	Divisional H+S	Date	17.07.2020

Communication of this RA

This RA must be communicated to all employees who will be undertaking any of the tasks recorded in Part 1 or 2. Employees must acknowledge receipt of the RA and confirm they understand all the control measures.

Latest communication date

23.02.2021 via email and Microsoft Forms confirmation link.

Appendix 1. PPE Details

Personal Protective Equipment (PPE):	• Seal Cosmetics Alcohol Gel 500ml 99.99% • Unicorn Hygenics PureSan Alcohol Hand Cleanser 70.00% alcohol 500ml • BearGrip Blue Nitrile Examination Gloves S/M • NytraGuard ChemoPure Nitrile Powder Free Gloves • KSL Daily Protective Mask FFP2 x 10 Filtration 95% • SureSan Antibacterial Universal Wipes x 72 kills bacteria and virus'
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Appendix 2. Music Service code of practice for peripatetic tutors in schools

Adapted from the "UK Association for Music Education — Music Mark <https://www.musicmark.org.uk> - Guidance for Providers"

Before visiting schools

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1. Do not attend any school site if you suspect that you (or any of those you live with) may have Coronavirus symptoms: follow the latest self-isolation procedures.
2. Keep an eye on the school closure websites, news links and newsletters to anticipate disruptions to your teaching programme. It may save you a journey and unnecessary risk.
3. Check your emails regularly for updates from the music service and / or your line manager.

Arriving at school

4. Sign in at the school reception on arrival and immediately wash your hands thoroughly before going to the teaching room. Follow all site specific guidance from the moment you arrive.
5. Remember that this way of working is as new to school staff and pupils as it is to you. Accept that there may be slips and honest mistakes on both sides and take the opportunity to learn from them.
6. Ask for the school's procedures for COVID-19 and for music teaching; ask about anything you do not understand and abide by the control measures specified.
7. Find out what the school's infection control procedures are; follow them and make use of anything the school is good enough to provide for your safety.
8. Find out, before you need to know, what to do if you or pupils fall ill whilst at the school.
9. Discuss with schools how to best approach getting pupils to lessons, minimising teacher movement around the school. (e.g. if a pupil forgets their lesson time).
10. Discuss with your line manager if you feel unsafe in any school environment.

Teaching

11. If you think that a child may be showing symptoms of Coronavirus, stop the lesson and report your concerns to the school and your line manager immediately.
12. Teach outside if it is practical, weather permits, and the school's own policy allows you to do so.
13. Always maintain the appropriate social distance from other people, including pupils.
14. If you can control layout and ventilation in the teaching room, set it up to direct airflow away from both you and the pupil(s) but not at the expense of normal safeguarding or health & safety considerations: i.e. do not move heavy furniture.
15. If the teaching room does not allow for distancing, explain this to the school. If no reasonable alternative is offered, politely decline to teach that session for the benefit of both you and pupils. Raise any issues with your line manager immediately.
16. You must follow the school and local area procedures regarding the use of face masks. You may also consider wearing a face mask when moving between schools.
17. Pupils must wash hands before the lesson and on completing before returning to class.
18. Avoid touching pupils' instruments, particularly mouthpieces. Carry disposable gloves and hand sanitiser in case you absolutely must touch a mouthpiece, e.g. to set a reed.
19. Never play on a pupil's mouthpiece or allow them to play on yours.

Leaving the school

20. Stick to the agreed timetable and visiting times as closely as you reasonably can but be understanding if it has to change at short notice.
21. Wash your hands thoroughly before leaving the school, preferably as the last thing you do before signing out.

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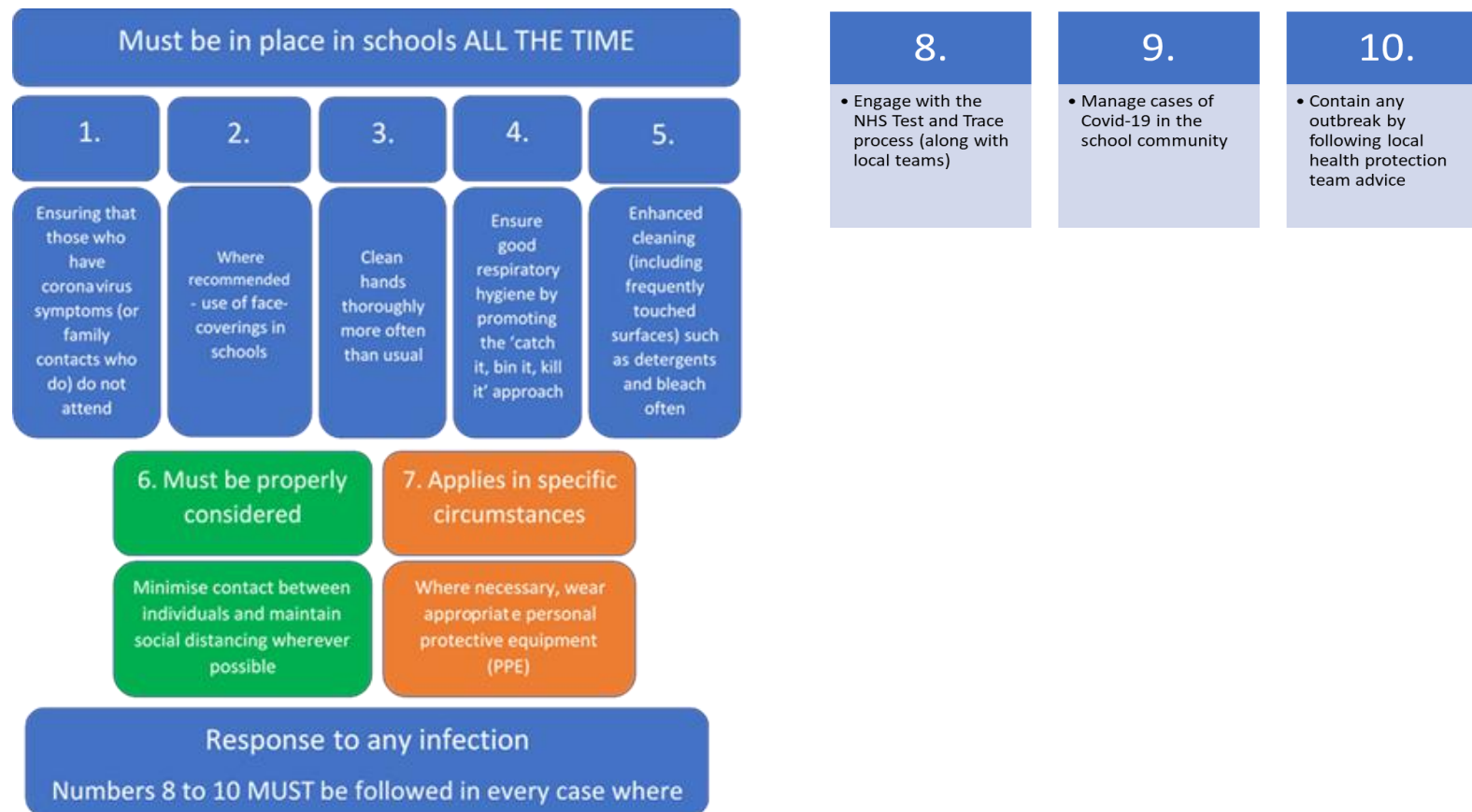
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Further Process

- Each teacher will have access to a 'hygiene resource pack' which will be based on the latest Government and Health & Safety advice (e.g. Hand sanitizer, wipes, disposable gloves, disposable sacks/bags, face masks, face screen).
- Lesson times, or playing / singing in lessons, may be shortened to reduce risk.

Appendix 3. Staffordshire County Council.

The below is a summary of the prevention and mitigation standards used by SCC in their guidance to schools:



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