

Entrust Music Service Staffordshire

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Risk Assessment and Procedures for the provision of 'on-site', 'face to face' delivery of music education.

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 any activity: it looks only at additional measures to minimise transmission of Covid-19. Existing risk assessments still apply.

This document should be used alongside "Music Service - Risk and Impact Assessment, SHE Form 005" which details site visit risks for field workers and is supplied alongside this document. On Thursday 2nd July, the Government first released guidance for schools on full reopening from September 2020. A further update specifically related to Music Education is referenced within but has not been released at time of writing. The guidance can be found in full in the link below along with a summary of the key points related to Music Education. Additional relevant government guidance links are also detailed.

DfE Guidance for Schools (DfE): https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	Key Music Education Extracts:  DfE Update 02.07.2020.pdf
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	Key Music Education Extracts:  Out of school settings - Music Gui
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	

Performing Arts (DCMS):

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

The UK Association for Music Education – ‘Music Mark’ has provided two key documents entitled ‘Music Unlocked’ for providers and schools which are referenced in the document below. They are provided in full along with the latest accompanying research.

Music Unleashed for Providers:	Music Unleashed for Schools:	Literature Review:
 Guidance-for-Providers-August-2020.pdf	 Guidance-for-Schools-August-2020.pdf	 Literature-Review-August-2020.pdf

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**. The person most at risk may be the adult leading the activity: this is not just about the children. 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.

We are proud of the progress we made in a short space of time to offer some of our provision digitally to our young musicians. While much of our delivery can take place online, where this remains necessary, we do not pretend that it offers a better experience over face to face learning.

Learning in a group setting is also a hugely valuable learning experience for many of those we teach, and we are keen to explore how we can make this happen as soon as possible in our schools.

Description of activity

Individual Lessons

- Elective lessons for individuals or small groups, playing an instrument or singing.

Small Group Lessons

- Elective lessons for small groups of children (less than 6) but not to a full class.

Large Group Lessons

- Elective lessons for larger groups of children (more than 6) but not to a full class.

‘WCET’ – Whole Class Ensemble Teaching (formerly known as ‘K2M’)

- Specialist music curriculum delivery using a full class of instruments for at least a term.

Music Curriculum Teaching

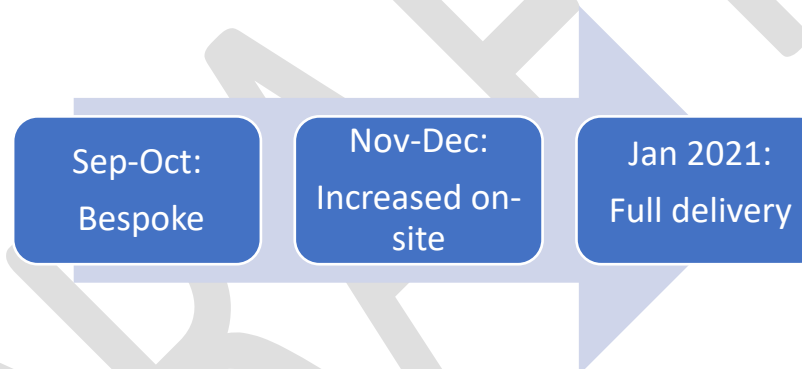
- Specialist music curriculum teaching using a variety of resources, instruments and singing.

Live Music / Visiting Musicians / Workshops and CPD

- Groups of musicians visiting schools to perform for children. Workshop delivery for children, school staff and training.

Music Service approach to the Autumn Term

- We would like to return to teaching in our schools as soon as it is safe to do so.
- The service will be led by schools, their own risk assessments and individual approaches for their sites, curriculum, children and families.
- The first half term is offered bespoke but based around the Service Level Agreement confirmed on the 1st June 2020, as a starting point.
- From 1st November 2020, we anticipate providing increased on-site delivery but in some cases with reduced / flexible / blended provision.
- From 1st January 2021, full delivery of our service provision should have returned to schools.
- Our Music Ensembles will not be delivered face to face initially but a free of charge digital offer will commence in the Autumn Term.
- All concerts and events are being postponed until 2021 with digital festivals being explored as an alternative for Christmas 2020.



- Where services continue to be disrupted, further support and blended learning will be provided, for example:
 - Weekly digital lessons, in school time or out of school hours (for individuals and groups)
 - Bespoke curriculum for delivery without singing or instruments (if required)
 - Weekly live streaming (for schools)
 - YouTube resources (lessons, singing, information and advice)
 - Digital ensembles for all pupils (from any school) to access without charge

Risk Assessment		Completed By: John Callister	Date: 24.08.20
Details of hazard	Who is affected and how?	What controls are in place	Risk L/M/H
Direct transmission of COVID - 19 virus from being near people with the virus. i.e. person to person transmission (hand to hand, hand to mouth, hand to body),	Music service staff, school employees, parents, pupils and the general public through cumulative contacts across settings. Those with / underlying health conditions or, for example, BAME	General Measures Music Service staff are advised to follow NHS guidance on coronavirus (COVID-19) Covid-19-guidance-for-employees 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 Specific measures in place by Music Service - The service will follow the latest government guidance as referenced above - The service consults regularly with other specialist providers within the region to review and adopt best practice (e.g. with the 13 other west midlands music services) - A bespoke approach for September and October is being proposed (see above) to allow all schools to plan the best and safest approach to music delivery - Music Service ensembles will not run face to face in the Autumn term. Concerts and events will be digital festivals only - All music service staff will be surveyed to assess increased vulnerability - Any staff with increased risk will sign an individual declaration that they have considered the risks presented and consent to return to 'on site' delivery	M

		- Weekly briefings for all staff to discuss health & safety and good practice - All staff will complete 'social distancing' mandatory training modules - All risk assessments will be reviewed and recirculated every two weeks	
Indirect transmission of COVID-19 virus from contact with contaminated surfaces or equipment.	Music service staff, school employees, parents, pupils and the general public through touching instruments and equipment using for teaching.	General measures Adopt good guiding principles in line with government advice and local Public Health information - Physical Distancing of 2m, or 1m plus, (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 teaching spaces Specific measures in place by Music Service - Regular cleaning of instruments / equipment - Resources stored securely (where appropriate) to help reduce transmission (Virus can live on surfaces for max 72 hours) Where some sessions are delivered digitally (to schools and / or family homes): - Limits cumulative contact in schools - Reduces travel between settings - Ensures some children don't have to bring instruments from home to school	M
Direct transmission of COVID - 19 virus from individual teaching. (including airborne transmission from wind instruments)	Music service staff, School employees & pupils could inhale airborne particles/ droplets.	- Social distancing is always observed whilst playing instruments or singing (2 metres, wherever possible, or 1 metre with robust risk mitigation where 2 metres is not viable) - Music Mark national guidance issued to schools on preparing their teaching spaces in readiness for instrumental teaching, reinforcing a need for well ventilated teaching spaces. (included at the start of this document)	M

		- Staff will be provided with hand sanitiser and encouraged to regularly hand wash. - Students always retain their own resources and touch their own materials. - 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. - Length and volume of playing will always be considered by the teacher - Staff will be encouraged to have the confidence to report issues where teaching spaces are not compliant with guidance. - Staff will collect saliva deposits in a wipe and will bag all wipes before disposal. - All staff are mandated to 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. - Ventilation must be possible – preferably open doors and window for flow of air. - Playing should always be with the flow of air (instruments and ventilation) away from others. - Teachers will need repeat and reinforce good instrument hygiene practice with pupils - Lessons may have reduced delivery time to allow for good hygiene practice - Guidance for making mesh coverings at home for wind and brass (3 layers muslin in line with WHO standards for face masks) is being considered, depending on DfE advice.	
Direct transmission of COVID - 19 virus from small group teaching. (including airborne	Music service staff, school employees & pupils could	- Physical distancing and good hygiene measures will continue to underpin the approach.	M

transmission from wind instruments)	inhale airborne particles/ droplets.	- 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 - Ventilation must be possible – preferable doors and window for flow of air (see above). - Lessons may have reduced delivery time to allow for good hygiene practice	
Direct transmission of COVID - 19 virus from singing	School employees & pupils could inhale airborne particles/ droplets.	- Limiting the number of children attending to account for ventilation of the space and the ability to social distance - Music Mark national guidance issued to schools on singing reinforces a need for well ventilated spaces, outdoors if possible. - Our proposed offer for class settings includes creative tasks, humming, rapping body percussion and listening. - Children should not share music – our offer displays all resources digitally. - Exploration of quiet singing is preferable to loud singing while research on bioaerosols is better understood in this context. - Where singing is possible, we will encourage distanced, back to back or side to side layouts to minimise risk to children. - Ventilation must be possible – preferable doors and window for flow of air. - Teachers will choose repertoire carefully to reduce risk (e.g. avoiding pronounced Plosives/Consonants) - Lessons may have reduced delivery time to allow for good hygiene practice	M
Direct transmission of COVID - 19 virus from large group,	Music Service employees & pupils could inhale airborne particles/	- Social distancing observed by everyone. - Limitations on capacity understood and reviewed, appropriate signage, distancing layouts planned in schools.	M

WCET and curriculum teaching. (airborne and surface)	droplets or could touch contaminated surfaces.	- Ventilation must be possible – preferable doors and window for flow of air. (See above) - Teacher stands at least 2m from nearest player. More vulnerable people may consider a mask or screen. - Players must be one to a stand (where a stand is used) - Players must retain their own music and kept in their own folder. - Any shared instruments (Rock and Pop, microphones, percussion, keyboards) will need to be cleaned appropriately and these musicians should be given wipes and instructions on how often to clean equipment. - Sessions may have a reduced delivery length to limit exposure and promote cleaning and hand washing with a gradual increasing after fortnightly review.	
Direct transmission of COVID - 19 virus from recovering or cleaning instruments from schools/ pupils/ parents.	Music Service employees, school staff & pupils could touch contaminated instruments.	- 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. - Assessment of all cleaning and sanitising products to be undertaken by Capita SHE team.	M
Safeguarding	Children or staff at risk if safeguarding measures are not	- Online teaching policy and procedures written, agreed and shared with staff, schools and parents. - Staff policy on best practice for teaching online - Highlighting and reminders of key safeguarding measures.	L

	clear on live 1:1 virtual teaching	- Staff will be briefed regularly on best practice with regular discussion forums 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.	
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'. - 'Zoom' is being further explored for use in specific settings and for certain activities. Full data and safeguarding procedures being explored. - Parent data stored on 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.	L
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. - There is security for all staff in this approach by balancing the use of the 'Coronavirus Job Retention Scheme (CJRS)' alongside the bespoke work requested for the first half term. - Lead in times for September allow enough planning and preparation time for managing workload.	L

A recommended code of practice for peripatetic tutors in schools

Adapted from the “UK Association for Music Education — Music Mark <https://www.musicmark.org.uk> - 8 Guidance for Providers 6th July 2020”

Before visiting schools

1. Do not attend any school site if you suspect that you (or any of those you live with) may be coming down with Coronavirus symptoms: follow all of the latest self-isolation procedures.
2. Check your temperature regularly and before making schools visits.
3. Keep an eye on the school's website, news links, diary and newsletters to anticipate disruptions to your teaching programme. It may save you a journey and unnecessary risk.
4. Check your emails regularly for updates from the music service and / or your line manager.

Arriving at school

5. Sign in at the school reception on arrival and immediately wash your hands thoroughly before going to the teaching room. Follow all of the site specific guidance for being safe on site from the moment you arrive.
6. 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.
7. 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.
8. 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.
9. Find out, before you need to know, what to do if you or pupils fall ill whilst at the school.
10. 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).

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 sufficient 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 may consider wearing a face mask while you are on site or moving between schools. Schools teachers do not wear face coverings, but this additional measure can be used to reduce risk between sites.
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 have to 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.

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, mesh coverings).
- Lesson times, or playing / singing in lessons, may be shortened to reduce risk.

Conclusion

We are focussed on restarting pupil learning as soon as possible so please contact us via our inbox - musicservice@entrust-ed.co.uk to discuss any questions and concerns related to music provision in school. We are supporting the national **#CanDoMusic** campaign which aims to ensure all children and young people can resume their musical learning this autumn. The website <https://www.candomusic.org/> is helpful starting place for further guidance and resources which you may find useful.