






Risk assessment for : Swindon Music Service









Risk assessment name	Remote online music lessons in light of COVID-19 pandemic	Assessment type	 General
Assessor name	Peter Clark	Affected site(s)	Swindon Music Service (SN1 5BJ)
Assessment date	27/03/2020	Review period	Monthly
Approved by	Peter Clark	Review date	27/04/2020
Approved date	27/03/2020	Reference	SMS 006

Workspace(s)	Description
 Office	This risk assessment is to set out assist tutors and parents of pupils when undertaking on-line tuition sessions












Overall risk rating : 9 (Low)

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Adult Supervision	All staff, Management How Many? Parent /Carer	 Adult Supervision Tutors must always confirm at the start of each lesson that an adult is in close proximity to the student. If an adult is not available at the student's home, the lesson will not go ahead.	3 x 3  9 Low




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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Appropriate Language	All staff, Management Parent / Carer	 <p>Appropriate language As with all school-based communications, the intent and language of messages must at all times be professional by all parties concerned, including family members. Tutors will advise parents if they need to contact them to use formal channels.</p> <p>The duration of lessons will be kept to a reasonable length in order to allow the family to 'get on' with their day.</p>	3 x 3  9 Low
 Communication	All staff, Management Parent / Carers	 <p>Communication Communication must be undertaken by parents /carers and not pupils and on parental devices through school platforms, Swindon Music Service website, SMS tutors' work emails and Zoom (SMS' chosen online platform)</p> <p>SMS tutors will only undertake communications using their work email address. Under no circumstances should tutors or pupils personal contacts be shared and the use of social media or any way of communicating other than above-mentioned methods through unofficial channels is strictly prohibited. Private chat or charing of images between pupils and tutors are unacceptable.</p> <p>Zoom (or appropriate alternative) is SMS' preferred platform. It must only be used during scheduled lesson or meeting times. Neither student or tutor should use this as a means of contacting the other party outside of scheduled lesson times.</p>	3 x 3  9 Low

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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Professional Standards	All staff, Management, Student / pupil	 Professional Standards online classrooms must be regarded as an extension of the physical classroom and the safeguarding expectations that pertain to this, such as, professional communication, attire, and language.	3 x 3  9 Low
 Professional appearance	All staff, Student / pupil	 Professional Appearance Students and tutors are required to be dressed appropriately for remote learning. Attire which would ordinarily be worn in school on a non-uniform day is essential; clothing, worn by a student or a tutor, which does not meet this expectation is not acceptable and lessons should be stopped immediately and reported to SwindonMusic Service Safeguarding officer.	3 x 3  9 Low
 Safeguarding	All staff, Management, Student / pupil	 Disclosure and Barring Service (DBS) Check All SMS tutors are subject to these checks every 3-years and this will be in place during the current situation regarding the COVID-19 pandemic.  Identification SMS tutors will be required to display a means by they can be identified via a lanyard, either on-screen or actual, at all times during the lesson.  Identified Replacement Tutors In certain cases, it may be necessary to allocate replacement tutors to deliver online lessons. In this case SMS will send a tutor profile to relevant parents and schools. The details will include a picture of the tutor, their name, email address and instruments they teach.	3 x 4  12 Medium

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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 Suitable teaching environment	All staff, Student / pupil	 <p>Suitable environment</p> <p>Both students and tutors must be physically located in safe working spaces, appropriate for online lessons; a lounge or study is appropriate, a bedroom or bathroom is not.</p> <p>Pupils - Should be in a room with or near an adult so that the adult can hear and see the lesson taking place and is the responsibility of the parent/carer to ensure this is happening.</p> <p>Tutors -Should be in a room where others cannot see or listen in, if this is not possible, then headphones must be worn, and screens angled away towards a way away from any other people. Recommended virtual backgrounds are available on our remote platform (which blocks out any surroundings).</p>	2 x 3  6 Low

Further control measures

None required

Operating procedures

This Risk assessment will be monitored on a monthly basis for the first six-month of operation

Risk assessment for : Swindon Music Service**Employee(s) acknowledgement**

The signs below acknowledge receipt of this risk assessment and confirm that they have read and understood the requirements of the risk assessment.

Employee name	Signature(s)	Date

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