	Risk assessment name	Remote online music lessons in light of COVID-19 pandemic	Assessment type	General
Swindon MUSIC Service	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
	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	3 x 3 9
		at the student's home, the lesson will not go ahead.	Low

Hazard	Who could be harmed and how?	Existing controls		
Appropriate Language	All staff, Management Parent / Carer	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.	3 x 3 9	
		The duration of lessons will be kept to a reasonable length in order to allow the family to 'get on' with their day.	Low	
Communication	All staff, Management Parent / Carers	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)	3 x 3 9	
		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.	Low	
		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.		

Hazard	Who could be harmed and how?	Existing controls		
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	<b>Professional Appearence</b> 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	<ul> <li>Disclosure and Barring Service (DBS) Check</li> <li>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.</li> <li>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.</li> </ul>	3 x 4 12 Medium	
		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.		

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
Suitable teaching environment	All staff, Student / pupil	Suitable environmentBoth 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.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 	2 x 3 6 Low

### **Further control measures**

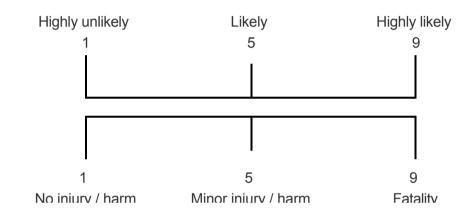
None required

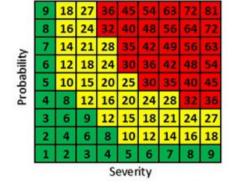
# **Operating procedures**

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

### **Risk rating explanation**

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.





### What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: Peter Clark

Approved by signature: Peter Clark

# 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	Employee name	Signature(s)	Date