



The Platform
Faringdon Road
Swindon
SN1 5BJ

Covid-19 Supplementary Risk Assessment

Guidance

Purpose

This document is intended for anyone who has responsibility for music-making in education settings. It provides suggested control measures and prompts to think about specific local circumstances. Please note that it is not intended to cover all risks associated with any activity: it looks only at additional measures to minimise transmission Covid-19. Existing risk assessments still apply.

This is not a complete document: users must adapt the content to fit local circumstances and to comply with individual organisations' safety management systems. Legal responsibility for any activity rests with the person or organisation in charge.

Assessing the risks

Remember that 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.

If the activity happens in a health setting or participants are known to have underlying health (particularly respiratory) issues, you will need to account for this at an activity or individual level.

Control measures should be **reasonable** and **proportionate**. Remember that the person most at risk may be the adult leading the activity: this is not just about the children. As death rates increase with age, it may be reasonable and proportionate to have more or fewer controls depending on their age and definitely depending on their general health.

Control measures

Many control measures need cost little, if anything, to put in place, so consider behavioural or procedural measures (a Safe System of Work) before specifying equipment. Do bear in mind the cost of staff time however.

Enable and encourage

Risk assessment is a positive process which enables activity. We want children to be able to make music. The safest classroom music-making is no music-making but that is deeply undesirable, and it still does not mean nobody will catch the virus. We hope this document will help music educators to make the case for playing musical instruments and singing in education, whatever the setting's risk appetite and local circumstances.



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Swindon Music Service is a not-for-profit Charitable Incorporated Organisation (CiO) Charity No. 1179203

Lead partner and fund holder for Make Music Swindon hub for Swindon

Covid-19 Supplementary Risk Assessment

Small Group & Individual Instrumental & Vocal Tuition

Owner:	Peter Clark – CEO		
Consultees:	Swindon Schools and Academies		
Version:	1		
Date of assessment:	20 August 2020	Review date (max 1 yr):	4 October or as soon as revised government guidance is issued

Description of activity

Small group and individual tuition – ordinarily taught in pairs of individually – led by Swindon Music Service tutors in schools / academies.

References to related risk assessments

This is a supplementary risk assessment. We suggest that you also view the following documents:

- Risk Assessment for Whole Class Ensemble Tuition non-blown instruments and Curriculum Delivery
- Risk Assessment for Whole Class Ensemble Tuition Mouth-blown instruments
- Risk Assessment for Wholes Class Singing & Choirs

Definitions

The roles cited in this document are as follows:

SMS management	The designated manager at Swindon Music Service – in this instance. The instrumental lead – and, in turn, their direct manager(s)
Parent Carers	The parent/legal guardians of pupils participating in the activities assessed in this document
Pupils	The pupils participating in the activities assessed in this document
School management	The senior management – head teacher / principal and / or their nominated deputy, school business manager – of individual schools / academies
School	The school or academy in which the activities assessed in this document will take place
School staff	The member of school staff normally present for the activities assessed in this document
Tutors	The tutor delivering the activities assessed in this document; tutors are engaged as workers working on behalf of Swindon Music Service charity

Advice followed

This document has been prepared after consultation of the following external advice:

- Guidance for full opening: schools (Department for Education)
- Music Unlocked: Guidance for Providers (Music Mark)
- Music Unlocked: Guidance for schools (Music Mark)

Existing control measures

These are the things you already do, or are inherent in the activity, that reduce the risks.

	Hazard	Who is at risk?	Control measure(s)	Who is responsible?
1	Surface transmission	Pupils, tutors, school staff	Other than for instruments such as keyboard, piano and drum kit, every pupil has been provided with their own instrument, minimising opportunities for surface transmission. Where instruments are hired to parents by SMS, cases have a unique asset ID, helping pupils to ensure that they only use their own instrument.	Tutors, pupils
2	Airborne transmission	Pupils, tutors, school staff	Through SMS Statement of Service , schools/academies are required to provide suitable accommodation and facilities according to the size and needs of the group receiving tuition including good lighting, ventilation and heating. Whilst this would only be applicable for any tuition work agreed with the school through the Statement for Services, convention dictates that tutors would expect equivalent accommodation for tuition which they undertook in school for which the charity directly contracts with parents/carers.	School management, SMS management

Additional control measures

These are new measures identified to reduce the risk rating. It is usually easier (and it is perfectly acceptable) to reduce the likelihood of harm rather than the severity.

	Hazard	Who is at risk?	Control measure(s)	Who is responsible?
1	Airborne transmission	Pupils, Tutors	For woodwind/brass instrumentalists and vocalists, a minimum of 2m distance between pupils must be in place. Sessions should take place in a space which is able to accommodate this. Individual spaces will need to be assessed prior to commencement of lessons.	SMS management School management, tutors, pupils
2	Airborne transmission	Pupils, Tutors,	Tutors should maintain a minimum distance of 2m from pupils at all times. Whilst guidance for whole class work using wind instruments stipulates that this should be increased whilst pupils are playing/singing, the smaller numbers in this type of lesson mean that this would not be necessary.	Tutors

3	Surface transmission	Pupils, school staff	Schools will also wish to consider how/whether to sanitise surface transmission, tutors will not handle or wipe down seats used by pupils. Tutors should sanitise the seating which they use before and after use.	School staff. School management
4	Surface transmission	Pupils, Schools staff	For brass instruments, water keys should not be vented directly onto the floor. Newspaper or paper towels should be provided to soak up water and players should clear up their own. Alternatively, a small pot of contained detergent would also be effective.	School staff, school management
5	Surface transmission	Pupils, Tutors, school staff	If the need to handle a pupil's instrument arises (i.e. for maintenance), tutors and staff must ensure they clean their hands before and after handling it. During the handling process, tutors must avoid touching their face or any other equipment not belonging to them or the specific pupil whose instrument is being handled. Tutors must not play any instrument other than their own in order to diagnose an issue.	Tutors
6	Surface transmission	Pupils, Tutors, school staff	Contact with 'touch points' such as door handles should be minimised. For example, it would be appropriate for tutor only, to open and close the door to a practise room rather than the pupil.	Tutor
7	Surface transmission	Pupils, Tutors, school staff	Tutors should reinforce that, if a pupil's instrument is taken home, it must only be used and certainly only played by the pupil themselves. Schools may wish to consider systems for safely bringing instruments to and from school.	
8	Surface transmission	Pupils, tutors, school staff	Minimise the use of sheet music and music stands if possible. If sheet music is used, it is important that it is not shared amongst pupils. Music stands must be sanitised in between uses and thorough hand cleansing must take place	
9	Potential for exposure to COVID-19 via contact with others	Everyone	Tutors should follow guidance from each school regarding access to commercial spaces, movement around the building and pupils displaying symptoms	Tutors, school management, SMS management
10	Potential for exposure to COVID-19 via contact with others		Tutors should travel alone to and from schools to avoid exposure to COVID-19 via contact with others	Tutors, SMS management
11	Tutors with COVID-19 symptoms and	Everyone	All tutors have been informed of Government guidance regarding symptoms	Everyone

	potentially spreading to staff and others		<p>of COVID-19 and what they must do if exhibiting symptoms:</p> <p>Tutors who become symptomatic should self-isolate for 10 days</p> <p>If a tutor is a household contact of someone who becomes symptomatic (the case) the staff member should self-isolate for 14 days.</p> <p>If the tutor starts showing symptoms, they need to self-isolate for 10 days from that date.</p> <p>Manager SMS if they become unwell.</p> <p>Symptoms:</p> <ul style="list-style-type: none"> • A new continuous cough • A high temperature • A loss of, or change in, normal sense of taste or smell (anosmia)
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Initial risk rating

	<i>Wind instruments & Singing</i>	<i>Non-wind instruments</i>
How likely is the activity to result in actual harm (1-5)?	4	3
How severe would the consequences be (1-5)?	4	4
Risk rating (likelihood x severity)	16	12

Likelihood	more	5					
	4						
	3						
	2						
	less	1					
		1	2	3	4	5	
		better		worse			Severity

Revised risk rating

	<i>Wind instruments & Singing</i>	<i>Non-wind instruments</i>
How likely is the activity to result in actual harm (1-5)?	2	1
How severe would the consequences be (1-5)?	4	4
Risk rating (likelihood x severity)	10	4

Likelihood	more	5					
		4					
		3					
		2					
	less	1					
			1	2	3	4	5
			better		worse		
			Severity				

Risk rating:	1-6	Green	Monitor to ensure control measures are implemented consistently and that the rating remains valid.
	8-12	Amber	Try to identify additional controls to reduce the risk. Ensure that control measures are implemented consistently and look to improve by the next review.
	15-25	Red	Cease this activity until additional controls can be put in place to manage the risk.

Date communicated to stakeholders: _____

Signed: Peter Clark **Date:** 20 August 2020

Name: Peter Clark **Position:** Chief Executive Officer

Remember:

- This is a legal document: you must do (or ensure that people working for you do) what you say in it.
- Risk assessments must be reviewed at least annually or when there is an incident, i.e. in this case, if someone falls ill after taking part in the activity.

Appendix 1 – Version control

Version	Date	Summary of changes
1	20 Aug	-