



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

Whole-Class Singing & Choirs

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

Whole-class Singing tuition – ordinarily taught in full classes of up to 32 pupils. – 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 Instrumental / Vocal Tuition
- Risk Assessment for Whole-Class Ensemble Tuition (non-wind instruments & Curriculum Delivery)
- Risk Assessment for Whole-Class Ensembles Tuition (wind instruments)

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 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	Airborne transmission	Pupils, tutors, school staff	Through the 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.	Tutors, school staff, 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	Everyone	Pupils take up the maximum space possible and in no circumstance, less than 3m ² per pupil.	SMS management, school management, Tutors
2	Airborne transmission	Tutor / Teacher	Tutor / teacher to be at least 3m from the nearest pupil	Tutor, Teacher
3	Airborne transmission	Pupils, Tutors, school staff	Singing limited to x minutes or x songs. Note: discouraging loud singing in favour of quality of sound in quiet singing would generate fewer bioaerosols. Note: extremes of diction (particularly plosives) generate higher volumes of bioaerosols, so maybe try singing only on vowels sometimes.	SMS management, school management
4	Airborne transmission	Everyone	Ventilation is key. Could you sing with the windows open, even if you have to wear coats? Or better yet, sing outdoors?	School staff, management, school management, tutors.
5	Surface transmission via printed music	Pupils	Songs mainly taught by ear. If required, words are projected. Can pupils retain their own copy of any music or could music go into individual, named, plastic pouches?	Tutors, Teachers
6	Surface transmission via equipment used for playing backing	Pupils, Schools staff	Cleaning of PC or CD player for backing track or piano/keyboard? Refer to Music Mark's guidance for advice on cleaning equipment.	School staff, school management

	tracks or accompanying			
7	Surface transmission	Pupils, Tutors, school staff	Schools will also wish to consider how/whether to sanitise seating (if used) in between use by pupils. To minimise surface transmission, tutors will not handle or wipe down seats etc.	Tutors, school staff, pupils
8	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
9	Potential for exposure to COVID-19 via contact with others	Tutors	Tutors should travel alone to and from schools to avoid exposure to COVID-19 via contact with others	Tutors, SMS management
10	Tutors with COVID-19 symptoms and potentially spreading to staff and others	Everyone	<p>All tutors have been informed of Government guidance regarding symptoms 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>Tutors should inform the Schools Delivery 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) 	Everyone

Initial risk rating

How likely is the activity to result in actual harm (1-5)?	4
How severe would the consequences be (1-5)?	5
Risk rating (likelihood x severity)	20

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

Revised risk rating

How likely is the activity to result in actual harm (1-5)?	2
How severe would the consequences be (1-5)?	5
Risk rating (likelihood x severity)	10

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	-