

Activities Covered by this Assessment	Music Service delivering provision in school	Reference	
Site Address / Location	Schools in Leicester and Leicestershire	Department / Service / Team	Corporate Resources
<p>Note: Measures for music service staff should run in line with current school risk assessment. A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers conducting this activity</p>			

In these unprecedented, rapidly changing and evolving times, with information being updated on almost a daily basis, please be aware that any existing risk assessments may become outdated, or be superseded, as the situation changes and risk changes. Please always remember as an employee you have a health and safety responsibility to yourself and your colleagues and the wider public. You should therefore dynamically risk assess your own situation continually and report any issues or changes to your manager as a matter of urgency.

This risk assessment must be read in conjunction with your team’s other risk assessment (which will cover other relevant hazards, such as slips, trips and falls and manual handling)

If an employee, or employee’s household is displaying [COVID – 19 symptoms](#), they must stay at home. Follow Government Advice and seek a test immediately.

This risk assessment should be made specific (if needed) and communicated to all employees undertaking this activity, to ensure they understand and agree to the control measures. Manager should sign the risk assessment to authorise it. Watermark should be removed. Document is to be reviewed monthly in light of COVID-19 government guidance.

Staff briefing from (for communication of this RA): <https://leics.sharepoint.com/sites/intranet/HDI/Documents/HR/staff-safety-information-briefing-form.doc>

LSMS is currently working to provide online and distant learning for schools. Moving into the Autumn term we will continue to provide online learning with live teacher input via Zoom / Google meet etc. LSMS has an **Online and Distant learning policy, Guidance for parents and carers** and follows the **LCC Guide for safer working practice (Sept 2019)** available to all staff on shared area [F:\General\Teaching\Online and Distant Learning](#)

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/--)	Done ?
<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus. I.e. person to person transmission (hand to hand, hand to mouth, hand to body),</p> <p><i>(COVID-19 related deaths related will likely increase the risk that immediate family members will have been exposed to the virus.)</i></p>	<p>Music service staff, including consultants, conductors, those on contract for services and ensemble leaders, school staff, pastoral workers, employees, parents, pupils and the general public</p> <p>Ill health (e.g. Respiratory symptoms, fever, cough, shortness of breath, change in normal taste or smell. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p>	<p>General Measures Music Service staff are advised to follow NHS guidance on coronavirus (COVID-19) Covid-19-guidance-for-employees</p> <p>Guidance available: There are many different pieces of guidance which may apply to the work of LSMS (and all of these links below have been updated recently):</p> <p>School guidance Guidance for Special Schools Out of School Hours Guidance DCMS guidance for performing arts HE Guidance FE Guidance Early Years Guidance</p>	H	L	M	<p>Managers should regularly refer to latest guidance https://www.gov.uk/coronavirus</p> <p>Those instructed to, must stay at home</p> <p>Those with symptoms must follow Government Guidance.</p> <p>The risk rating cannot be reduced further due to the potential severity of COVID 19</p>						

		General COVID-19 guidance updated in line with the new measures being put in place.									
Contact with colleagues and others in schools	<p>Music service staff, including consultants, conductors, those on contract for services and ensemble leaders, school staff, pastoral workers, employees, parents, pupils and the general public</p> <p>Entry to the building may contract COVID – 19 by coming into contact with infected people. Employees may become a carrier of the virus. Employees who are infected may spread the virus to others including vulnerable people. Symptoms may include; a high temperature, or a new, continuous cough. The symptoms may range from mild to death.</p>	<p>The new guidance (September 14th) that no more than 6 people can meet indoors or outside does not apply to Music Education activity regardless of whether it is part of curriculum learning or is an OOSS activity</p> <p>Specific measures in place by schools Schools should share the results of their risk assessment with their workforce. If possible, they should consider publishing it on their website.</p> <p>Schools have developed an up to date list of vulnerable children and the children of key workers and have communicated to parents. From this list a register of children that are expected to attend has been created.</p> <p>Latest Gov.uk advice for the opening of schools in September: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#music-dance-and-drama-in-school</p>	H	M	M	<p>Management will regularly monitor new measures being introduced by government and individual schools to reduce risk. School risk assessments should be available via the school or from the school website/</p> <p>Staff should feel comfortable to feed back at all times regarding their safety.</p> <p>Those with symptoms must follow Government Guidance.</p> <p>The risk rating cannot be reduced further due to the potential severity of COVID 19</p>					

		<p>Contact with parent's or other school staff is conducted remotely, via telephone / video link or using guidelines for social distancing</p> <p>Staff are advised to only physically meet with parents or other school staff if they are satisfied that doing so is consistent with government advice.</p> <p>Staffs are asked to not touch or shake hands with parents.</p> <p>Staffing requirements and adult/child ratios have been identified by SLT.</p> <p>High risk/vulnerable staff members are identified and where appropriate are asked to work from home/ employed elsewhere in the school.</p> <p>There cannot be a 'one-size-fits-all' approach where the system of controls describes every scenario. School leaders will be best placed to understand the needs of their schools and communities, and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk. The system of controls provides a set of principles to help them do this and, if schools follow this advice and</p>												
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		<p>maximise use of control measures, they will effectively minimise risks.</p> <p>Works necessary to maintain the building that cannot be carried out by in-house staff will be undertaken by contractors before/after school or at the weekend.</p> <p>Works will only be permitted during the school day in an emergency and where the contractor will not come into contact with pupils/school staff e.g. roof leak, boiler failure etc.</p> <p>Contractors will be met on arrival by site staff e.g. Caretaker and reminded about social distancing before commencing work.</p>									
Music service staff delivering whole class provision ONLINE	Music service staff	<p>Safeguarding training for all staff and Safeguarding policy in place https://leicestershiremusichub.org/safeguarding LCC guidance for Safer working practice and Online and Distance Policy and guidance available</p>	L	L	L	<p>Music Leaders will live stream via Zoom into school lessons. LSMS Safeguarding policy and school Safeguarding policy to be adhered to. Reporting any issues to DSL immediately and / or ending the video call if necessary</p>					
Music service staff delivering whole class provision	Music service staff, School employees, parents, pupils and the general public	<p>Guidance to be sent to schools prior to music provision commencement and school risk assessment requested.</p> <p>Aerosols build up over time so be careful not to run activities for</p>	H	M	M	<p>Management will regularly monitor new measures being introduced by government and individual schools to reduce risk.</p>					

	<p>Ill health (e.g. Respiratory symptoms, fever, cough, shortness of breath, change in normal taste or smell. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p>	<p>significant periods without allowing breaks to 'air' the room – consider the size of the room (not just floor space but also ceiling height) and the number of participants.</p> <p>Research has demonstrated that except for perhaps the Flute and the Trombone all instruments and singing are safe to resume if children and young people are kept at 2 meters apart. It is however recommended that the leader/conductor considers 3 metres or more if they can as they are, generally, facing the group. Additional safety measures such as masks or screens for the leader may well be worth considering in some cases.</p> <p>Wearing a face covering or face mask in schools – advice from WHO “children aged 12 and over should wear a mask under the same conditions as adults, in particular when they cannot guarantee at least a 1-metre distance from others and there is widespread transmission in the area.” Full guidance here https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p> <p>Latest Gov.uk advice for the opening of schools in September:</p>				<p>Hand sanitiser to be provided for LSMS staff as they cannot guarantee hand washing facilities are available and accessible throughout the day. Disposable gloves provided for brass and woodwind staff.</p> <p>Those with symptoms must follow Government Guidance.</p> <p>The risk rating cannot be reduced further due to the potential severity of COVID 19</p>									
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<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#music-dance-and-drama-in-school> states:

Although singing and playing wind and brass instruments do not currently appear to represent a significantly higher risk than routine speaking and breathing at the same volume, there is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting, but with appropriate safety mitigation and consideration, **singing, wind and brass teaching can still take place**. You should take particular care in music lessons to observe social distancing where possible (2 metres) Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the air from their

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		<p>instrument does not blow into another player.</p> <p>Further more detailed DfE guidance will be published shortly</p> <p>Staffs are advised to only physically meet with school staff if they are satisfied that doing so is consistent with government advice.</p> <p>Staffs are asked to not touch or shake hands with pupils or school staff.</p> <p>It is not advised to share instruments. Hand-outs should not be given out but digital solutions such as projecting should be used.</p> <p>Music service staff that are clinically vulnerable if possible, should remain at home and deliver their lessons online. NB: Clinically vulnerable may be at work with a personal r/ass having been carried out before return – follow Govt advice.</p> <p>Movement of staff and pupils should be kept to a minimum in schools</p> <p>If a music service staff member is in multiple classes' staff member should move to the classes not pupils to reduce risk.</p>												
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		<p>If pupils have to move to staff location cleaning should take place between sessions. Particular attention must be paid to cleaning floors to remove any residue from wind and brass instruments and is the responsibility of the school Please refer to individual school risk assessment plans as cleaning is an important control measure for the virus.</p> <p>It is advisable that staff wash hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</p>									
<p>Individual and small group music lessons in school</p>	<p>Music service staff, including consultants, conductors, those on contract for services and ensemble leaders, school staff, pastoral workers, employees, parents, pupils and the general public</p> <p>Ill health (e.g. Respiratory symptoms, fever, cough, shortness of breath, change in normal taste or smell.</p>	<p>Music lessons should take place in well-ventilated rooms or outdoors.</p> <p>Aerosols build up over time so be careful not to run activities for significant periods without allowing breaks to 'air' the room – consider the size of the room (not just floor space but also ceiling height) and the number of participants.</p> <p>Research has demonstrated that except for perhaps the Flute and the Trombone all instruments and singing are safe to resume if children and young people are kept at 2 meters</p>	H	M	M	<p>Management will regularly monitor new measures being introduced by government and individual schools to reduce risk</p> <p>Hand sanitiser to be provided for LSMS staff as they cannot guarantee hand washing facilities are available and accessible throughout the day. Disposable gloves provided for brass and woodwind staff.</p>					

	<p>In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p>	<p>apart. It is however recommended that the leader/conductor considers 3 metres or more if they can as they are, generally, facing the group. Additional safety measures such as masks or screens for the leader may well be worth considering in some cases.</p> <p>2 metres, wherever possible, or 1 metre with robust risk mitigation where 2 metres is not viable. If distancing cannot be achieved alternative solutions will need to be put in place.</p> <p>Movement of pupils and space sharing should be kept to a minimum</p> <p>If space sharing is unavoidable areas should be cleaned and wiped down between sessions. Particular attention must be paid to cleaning floors to remove any residue from wind and brass instruments and is the responsibility of the school. Please refer to individual school risk assessment plans as cleaning is an important control measure for the virus.</p> <p>Music staff should not seek to find pupils who do not attend.</p>				<p>Those with symptoms must follow Government Guidance.</p> <p>The risk rating cannot be reduced further due to the potential severity of COVID 19</p>								
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		<p>Music staff should only teach pupils on approved register.</p> <p>Pupils should avoid sitting directly opposite each other where possible. Using back-to-back or side-to-side working whenever possible.</p> <p>Pupil lesson times should be staggered for arrival and departure times to reduce contact.</p> <p>When pupils have to move to staff location, cleaning should take place between sessions. Particular attention must be paid to cleaning floors to remove any residue from wind and brass instruments. Please refer to individual school risk assessment plans as cleaning is an important control measure for the virus.</p>													
<p>Ensemble Teaching</p>	<p>Music service staff, including consultants, conductors, those on contract for services and ensemble leaders, school staff, pastoral workers, employees, parents, pupils and the general public</p> <p>Ill health (e.g. Respiratory symptoms, fever,</p>	<p>Aerosols build up over time so be careful not to run activities for significant periods without allowing breaks to 'air' the room – consider the size of the room (not just floor space but also ceiling height) and the number of participants.</p> <p>For out of hours teaching refer to the guidance: https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and- </p>	H	M	M	<p>Management will regularly monitor new measures being introduced by government and individual schools to reduce risk</p> <p>Hand sanitiser to be provided for LSMS staff as they cannot guarantee hand washing facilities are available and accessible throughout the day (particularly for out of hours sessions). Disposable gloves</p>									

	<p>cough, shortness of breath, change in normal taste or smell. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p>	<p>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 this states: limiting the number of children singing or playing together as far as possible and ensuring that children attending are in small groups of no more than 15, with the same children each time wherever possible and at least one staff member</p> <ul style="list-style-type: none"> • children are socially distanced (2 metres apart), are outside or in a well-ventilated room • they are not singing loudly <p>Research has demonstrated that except for perhaps the Flute and the Trombone all instruments and singing are safe to resume if children and young people are kept at 2 meters apart. It is however recommended that the leader/conductor considers 3 metres or more if they can as they are, generally, facing the group. Additional safety measures such as masks or screens for the leader may well be worth considering in some cases.</p> <p>In summary:</p>				<p>provided for brass and woodwind staff.</p> <p>Those with symptoms must follow Government Guidance.</p> <p>The risk rating cannot be reduced further due to the potential severity of COVID 19</p>									
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		<ul style="list-style-type: none"> • Social distancing is observed at all times whilst playing wind or brass instruments or singing (2 metres, wherever possible, or 1 metre with robust risk mitigation where 2 metres is not viable) • Back-to-back or side-to-side positioning (rather than face-to-face) is used whenever possible • Activities which can create aerosol are discouraged, such as shouting or singing loudly - we advise providers to use microphones where possible or encourage children to sing quietly • Singing or playing wind or brass instruments outdoors, wherever possible • If playing wind or brass instruments indoors or singing indoors, you should limit the number of children attending to account for ventilation of the space and the ability to social distance • Take steps to improve ventilation as far as possible and whenever possible, either through the use of mechanical systems and/or opening windows and doors <p>Although singing and playing wind and brass instruments do not currently</p>													
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		<p>appear to represent a significantly higher risk than routine speaking and breathing at the same volume, there is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place.</p> <p>Further more detailed DfE guidance will be published shortly</p> <p>Players must be one to a stand.</p> <p>Music should not be shared and kept in individual plastic wallets</p> <p>Shared instruments (percussion and keyboards) should be cleaned appropriately with alcohol wipes prior to and after use.</p> <p>If pupils have to move to staff location cleaning should take place between sessions. Particular attention must be paid to cleaning floors to remove any residue from wind and brass</p>												
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		instruments and is the responsibility of the school. Please refer to individual school risk assessment plans as cleaning is an important control measure for the virus.									
Collection and delivery of instruments	<p>Music service staff, School employees, parents, pupils and the general public</p> <p>Ill health (e.g. Respiratory symptoms, fever, cough, shortness of breath, change in normal taste or smell. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p>	<p>Vans should be well ventilated.</p> <p>Hand washing for over 20 seconds or the use of hand sanitizer should take place regularly.</p> <p>Instruments should be delivered in advance of any activities. All case should be wiped down and stored for a minimum of 72 hours</p> <p>Where possible and safe having single workers load or unload vehicles. If possible, non-contact delivery should take place.</p> <p>Assurances are sought from schools if appropriate risk assessments have been completed and any measures which have been put into place to reduce risk.</p> <p>Social distancing guidance should be followed when collecting or delivering instruments.</p>	H	M	M	<p>Management will regularly monitor new measures being introduced by government and individual schools to reduce risk.</p> <p>Hand sanitiser to be provided for LSMS staff as they cannot guarantee hand washing facilities are available and accessible throughout the day.</p> <p>Those with symptoms must follow Government Guidance.</p> <p>The risk rating cannot be reduced further due to the potential severity of COVID 19</p>					

		<p>Delivery should be planned and staggered where possible to avoid high congestion times.</p> <p>PPE including gloves and masks should be worn where possible.</p>										
<p>Cleaning instruments – general</p>	<p>Music service staff, School employees, parents, pupils and the general public</p> <p>Ill health (e.g. Respiratory symptoms, fever, cough, shortness of breath, change in normal taste or smell. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p>	<p>All instruments present a risk of contact transmission. This is similar to the risk of transmission via door handles, handrails etc around the school.</p> <p>COVID-19 virus particles are believed to survive for 72 hours on hard surfaces. Disinfectant wipes and/or sprays are effective but bear in mind that most instruments contain multiple materials.</p> <p>Instruments that are only used by one person should be cleaned as usual but with additional care.</p> <p>Sharing mouth-blown instruments is not considered safe.</p>	M	L	L	<p>Management will regularly monitor new measures being introduced by government and individual schools to reduce risk</p> <p>Those with symptoms must follow Government Guidance.</p> <p>The risk rating cannot be reduced further due to the potential severity of COVID 19</p> <p>Avoid sharing instruments and equipment wherever possible. If instruments have to be shared (e.g. classroom percussion), or taken in and reallocated (e.g. at the end of a whole-class programme or hire period) Instruments should be cleaned by the pupils playing them, where possible.</p> <p>Hot, soapy water is just as effective as disinfectant wipes and instruments or parts of</p>						

					<p>instruments made entirely from plastic may be submersed.</p> <p>More advice on cleaning different instruments is available from this gov website: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</p> <p>In the UK, the Music Industries Association is gathering relevant information on its website: https://www.mia.org.uk/covid-19/</p>						
Singing	<p>Music service staff, including consultants, conductors, those on contract for services and ensemble leaders, school staff, pastoral workers, employees, parents, pupils and the general public</p> <p>Singing instruments will increase the chance of spit-like and aerosol droplets</p>	<p>Singing loudly presents a risk of transmission.</p> <p>COVID-19 virus particles are believed to survive for 72 hours on hard surfaces.</p> <p>Latest Gov.uk advice for the opening of schools in September: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#music-dance-and-drama-in-school states:</p>			<p>Pupils take up the maximum space possible Pupils will be staggered in their formations</p> <p>Teacher to be at least 3m from the nearest pupil.</p> <p>Note: discouraging loud singing in favour of quality of sound in quiet singing would generate fewer aerosols.</p> <p>Note: extremes of diction (particularly plosives) generate higher volumes of bioaerosols,</p>						

	<p>occurring and travelling further.</p> <p>Ill health (e.g. Respiratory symptoms, fever, cough, shortness of breath, change in normal taste or smell. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p>	<p>Although does not currently appear to represent a significantly higher risk than routine speaking and breathing at the same volume, there is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting, but with appropriate safety mitigation and consideration, singing, can still take place. You should take particular care in music lessons to observe social distancing where possible (2 metres) Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible.</p> <p>Further detailed DfE guidance will be published shortly</p>				<p>so maybe try singing only on vowels sometimes.</p>								
<p>Playing and care of instruments - Woodwind</p>	<p>Music service staff, including consultants, conductors, those on contract for services and ensemble leaders, school staff, pastoral workers, employees, parents, pupils and the general public</p>	<p>Research has demonstrated that except for perhaps the Flute and the Trombone all instruments and singing are safe to resume if children and young people are kept at 2 meters apart. It is however recommended that the leader/conductor considers 3 metres or more if they can as they are, generally, facing the group. Additional</p>	H	M	M	<p>Disposable gloves to be provided by LSMS if mouth pieces need to be touched (eg to set a reed)</p> <p>Woodwind: Do not immerse or soak woodwind instruments</p>								

	<p>Playing Woodwind instruments will increase the chance of spit-like and aerosol droplets occurring and travelling further.</p> <p>Ill health (e.g. Respiratory symptoms, fever, cough, shortness of breath, change in normal taste or smell. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p>	<p>safety measures such as masks or screens for the leader may well be worth considering in some cases.</p> <p>All instruments present a risk of contact transmission. This is similar to the risk of transmission via door handles, handrails etc around the school.</p> <p>COVID-19 virus particles are believed to survive for 72 hours on hard surfaces. Disinfectant wipes and/or sprays are effective but bear in mind that most instruments contain multiple materials.</p> <p>Sharing mouth-blown instruments is not considered safe. Carry disposable gloves and hand sanitiser in case you absolutely have to touch a mouthpiece, e.g. to set a reed.</p> <p>Latest Gov.uk advice for the opening of schools in September: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#music-dance-and-drama-in-school states:</p>				<p>with cork joints or with keywork as it may damage pads: this includes flute headjoints, as it will damage the headcork.</p> <p>After playing, woodwind instruments should at minimum be dried in and out with swabs or pull-throughs to limit microbial growth. Fully drying even small brass instruments is not practical but it is extremely important to clean the mouthpiece using an appropriately sized mouthpiece brush, to ensure that all dirt and debris are removed.</p> <p>Woodwind pupils should have their own mouthpiece, reeds must never be shared, mouthpieces and upper tubing, crooks or headjoints must be thoroughly washed before and after playing and dried before putting back in the case.</p> <p>Recorders can be cleaned in the top of a dishwasher.</p>									
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		<p>Although playing wind and brass instruments do not currently appear to represent a significantly higher risk than routine speaking and breathing at the same volume, there is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. With appropriate safety mitigation and consideration, wind and brass teaching can still take place. You should take particular care in music lessons to observe social distancing where possible (2 metres) Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player.</p> <p>Further detailed DfE guidance will be published shortly</p>													
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<p>Playing and care of instruments - brass</p>	<p>Music service staff, including consultants, conductors, those on contract for services and ensemble leaders, school staff, pastoral workers, employees, parents, pupils and the general public</p> <p>Ill health (e.g. Respiratory symptoms, fever, cough, shortness of breath, change in normal taste or smell. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p>	<p>Research has demonstrated that except for perhaps the Flute and the Trombone all instruments and singing are safe to resume if children and young people are kept at 2 meters apart. It is however recommended that the leader/conductor considers 3 metres or more if they can as they are, generally, facing the group. Additional safety measures such as masks or screens for the leader may well be worth considering in some cases.</p> <p>All instruments present a risk of contact transmission. This is similar to the risk of transmission via door handles, handrails etc around the school.</p> <p>COVID-19 virus particles are believed to survive for 72 hours on hard surfaces. Disinfectant wipes and/or sprays are effective but bear in mind that most instruments contain multiple materials.</p> <p>Sharing mouth-blown instruments is not considered safe.</p> <p>Disposable gloves to be used if mouth pieces need to be touched (eg to fix a mouthpiece or valve)</p>	H	M	M	<p>Disposable gloves to be provided by LSMS if mouth pieces need to be touched (eg to fix a mouthpiece or valve)</p> <p>Brass pupils should have their own mouthpiece, mouthpieces and upper tubing, crooks or head-joints must be thoroughly washed before and after playing and dried before putting back in the case.</p>								
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Latest Gov.uk advice for the opening of schools in September:
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#music-dance-and-drama-in-school> states:

Although playing wind and brass instruments do not currently appear to represent a significantly higher risk than routine speaking and breathing at the same volume, there is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. With appropriate safety mitigation and consideration, **wind and brass teaching can still take place.** You should take particular care in music lessons to observe social distancing where possible (2 metres) Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the air from their

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		instrument does not blow into another player. Further detailed DfE guidance will be published shortly										
Playing and care of instruments - Percussion	<p>Music service staff, including consultants, conductors, those on contract for services and ensemble leaders, school staff, pastoral workers, employees, parents, pupils and the general public</p> <p>Ill health (e.g. Respiratory symptoms, fever, cough, shortness of breath, change in normal taste or smell. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p>	<p>All instruments present a risk of contact transmission. This is similar to the risk of transmission via door handles, handrails etc around the school.</p> <p>COVID-19 virus particles are believed to survive for 72 hours on hard surfaces. Disinfectant wipes and/or sprays are effective but bear in mind that most instruments contain multiple materials.</p>	M	L	L	<p>Percussion instruments (e.g. classroom percussion) and beaters should be used by one person then stored for 72 hours before further use by another pupil.</p> <p>Avoid sharing instruments and equipment wherever possible. If instruments have to be shared (e.g. classroom percussion), or taken in and reallocated (e.g. at the end of a whole-class programme or hire period) Instruments should be cleaned by the pupils playing them, where possible.</p> <p>Handles and straps of percussion instruments should be wiped. For wooden instruments, follow manufacturers' instructions or test your cleaning product on an inconspicuous surface.</p>						

					<p>Good hand hygiene and wiping handling surfaces when changing players controls risks for most percussion instruments.</p> <p>Plastic coverings can be provided by individuals for own use on djembes.</p>						
Steel Pan guidance	<p>Music service staff, including consultants, conductors, those on contract for services and ensemble leaders, school staff, pastoral workers, employees, parents, pupils and the general public</p> <p>Ill health (e.g. Respiratory symptoms, fever, cough, shortness of breath, change in normal taste or smell. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p>	<p>Research has demonstrated that except for perhaps the Flute and the Trombone all instruments and singing are safe to resume if children and young people are kept at 2 meters apart. It is however recommended that the leader/conductor considers 3 metres or more if they can as they are, generally, facing the group. Additional safety measures such as masks or screens for the leader may well be worth considering in some cases.</p> <p>All instruments present a risk of contact transmission. This is similar to the risk of transmission via door handles, handrails etc around the school.</p> <p>COVID-19 virus particles are believed to survive for 72 hours on hard surfaces. Disinfectant wipes and/or sprays are effective but bear in mind</p>			<p>LSMS will provide hand sanitiser and gloves as required</p> <p>Avoid sharing instruments and equipment wherever possible. If instruments have to be shared or taken in and reallocated (e.g. at the end of a whole-class programme or hire period) Instruments should be cleaned by the pupils playing them, where possible.</p> <p>Handles and straps of instruments should be wiped. For wooden instruments, follow manufacturers' instructions or test your cleaning product on an inconspicuous surface.</p>						

		<p>that most instruments contain multiple materials.</p> <p>Ensure room size is adequate enough to accommodate Pans set up with at least 1 metre spacing between all players</p> <p>Ensure good ventilation within the setting by keeping windows and doors open</p> <p>All individuals must have their own pair of sticks for the appropriate pans. No sharing of Pans in any one session, leave 72 hours between playing instruments with a different user.</p>									
<p>Playing and care of instruments - Strings</p>	<p>Music service staff, including consultants, conductors, those on contract for services and ensemble leaders, school staff, pastoral workers, employees, parents, pupils and the general public</p> <p>Ill health (e.g. Respiratory symptoms, fever, cough, shortness of breath, change in normal taste or smell.</p>	<p>All instruments present a risk of contact transmission. This is similar to the risk of transmission via door handles, handrails etc around the school.</p> <p>COVID-19 virus particles are believed to survive for two to five days on hard surfaces. Disinfectant wipes and/or sprays are effective but bear in mind that most instruments contain multiple materials.</p>	M	L	L	<p>Avoid sharing instruments and equipment wherever possible. For wooden instruments, follow manufacturers' instructions or test your cleaning product on an inconspicuous surface. You may want to wipe the chinrests of violins or violas but it probably is not necessary (pure sweat is not thought to carry viruses). The neck and fingerboard and the lower end of the bow of all bowed strings may also be wiped.</p>					

	In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)					Good hand hygiene and wiping handling surfaces when changing players controls risks for most string instruments.						
Music tech uses in lessons	<p>Music service staff, including consultants, conductors, those on contract for services and ensemble leaders, school staff, pastoral workers, employees, parents, pupils and the general public</p> <p>Ill health (e.g. Respiratory symptoms, fever, cough, shortness of breath, change in normal taste or smell. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p>	<p>One pupil to a turntable / workstation / iPad. If help is needed, the teacher will adhere to social distancing guidelines.</p> <p>Devices should be left for 72 hours before being used by another pupil. If this is not possible an anti-viral cleaner should be used.</p> <p>Class groups will be kept to a maximum of 15 per government guidance.</p> <p>Music service staff should demonstrate from their own device</p> <p>Handouts should not be given out but digital solutions such as projecting should be used.</p> <p>Movement in the class should be kept to a minimum.</p>	M	L	L	<p>Anti-viral cleaning solution will be provided with guidance and training by LSMS so that adequate guidance has been given to reduce the risk of the spread of the virus. Always unplug from the mains before cleaning.</p> <p>Plastic piano and electronic keyboards can be sanitised with disinfectant wipes (unplug electronic equipment first). Do not spray them as residues may harm key mechanisms. It is a good idea to dry keys off afterwards. Ivory keys will be damaged by most disinfectant products. Clean them with a cloth dipped in soapy water and rung out; leave the residue on for thirty seconds and wipe with a dry cloth.</p>						

<p>Wellbeing/Mental Health/Stress</p>	<p>Working in schools during the COVID-19 outbreak, staff are at risk from 'work related' stress. Increased demands, due to exceptional circumstances can exasperate anxiety / mental health issues</p>	<p>Employees should aim to keep regular contact with work colleagues using media, skype Apps etc, wherever possible.</p> <p>Regular 1 to 1 meetings should continue – held over Skype/mobile.</p> <p>Managers should provide welfare checks</p> <p>Each employee / manager should have an emergency point of contact.</p> <p>EAP support available for all.</p>	<p>M</p>	<p>M</p>	<p>M</p>	<p>Support with Mental Health https://leics.sharepoint.com/sites/intranet/HDI/Pages/Support-with-mental-health.aspx</p> <p>Support with Stress https://leics.sharepoint.com/sites/intranet/HDI/Pages/Support-dealing-with-stress.aspx</p> <p>Smarter Working Resources https://leicestershiretotara.learningpool.com/course/view.php?id=4590</p> <p>Managers should consider holding remote wellbeing activities/initiatives to boost staff morale.</p>								
<p>Travel to and from work / school (commuting)</p>	<p>Employees may contract COVID-19 while traveling to and from work. This can then be spread to colleagues in the office/workshop. The</p>	<ul style="list-style-type: none"> Employees using public transport must wear a mask, ensure hands are washed and use hand sanitiser when coming into the office / school and follow government advice. Employees to avoid car sharing with people they do not live with. Cycling or walking to work is encouraged 	<p>H</p>	<p>L</p>	<p>M</p>	<p>Avoid all unnecessary travel to reduce the likelihood of the spread.</p>								


	<p>symptoms may range from mild to death.</p>	<ul style="list-style-type: none"> Employees to regularly sanitise the inside of their car in particular the touch points, such as steering wheel, gear stick, and seat belt. Employees to wash their hands as soon as they come into the office and get home. If staff are struggling to get to work this should be discussed with the manager. 												
<p>In the event of employee starting to display COVID 19 symptoms in a school</p>	<p>Employees may spread the virus to other colleagues. The symptoms may range from mild to death.</p>	<ul style="list-style-type: none"> See FAQs on the intranet. Managers should seek guidance on how to spot signs and symptoms of coronavirus If someone becomes unwell in the workplace with a new, continuous cough, a high temperature, or loss or change to taste and smell, they should be sent home and advised to follow the advice to stay at home. Managers should support employees to adhere to the recommendation to self-isolate to reduce the spread of coronavirus (COVID-19) to others Employees to use the 111 Online Coronavirus Service to find out what to do. Public Health England will need to be notified of confirmed coronavirus incidents and will give guidance on what needs to be done in those circumstances. 	H	M	H	<p>Avoid coming into the school where possible. Work from home if you can.</p> <p>Vulnerable people, or those instructed to must stay at home</p> <p>Those with symptoms must follow Government Guidance.</p>								

		<ul style="list-style-type: none"> Contact Property Services to inform them, in case a thorough clean needs to be initiated. If an employee cannot get home immediately, they should go into a room alone, and open a window for ventilation, until they can go home. 									
Cross Contamination	<p>Employees may bring the virus into their homes from their potentially contaminated clothes. The virus may spread to others in the house hold.</p> <p>COVID-19 is spread via poor respiratory and hand hygiene, and by touching contaminated surfaces.</p>	<p>Laundry - Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.</p> <p>Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.</p> <p>Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.</p> <p>Wash clothing more regularly, wash hands for over 20 seconds and use tissues to catch sneezes, coughs, responsibly disposing of waste products</p> <p>Only touch face with clean hands</p>	H	L	M	<p>Risk is medium providing these controls are followed.</p> <p>The risk rating cannot be reduced further due to the potential severity of COVID – 19</p>					

To add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you've touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.
- Practise social distancing wherever possible.

During this activity, what could go wrong resulting in an emergency situation?	Employee may display symptoms of COVID-19 while visiting a school and need to evacuate. Employees may transmit the virus to others even if they are not displaying symptoms of COVID-19.
How could this emergency situation be prevented / controlled?	Follow Government advice. Control measures outlined above must be followed when working in schools. In the event of an emergency evacuation efforts should be made to maintain social distancing.
Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	If an employee cannot get home immediately they should go into a room alone and open a window for ventilation, until they can go home. All incidents and accidents must be reported in AssessNET.
Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?	Managers must keep up to date with Government guidance and consider how their services can be delivered from home. Managers must adapt quickly if Government advice changes and have a plan in place to foresee likely changes.

Risk Assessor (s) Name(s):	Sharon Jagdev Powell	Risk Assessor(s) Signature (S):	

Authorised By:		Authoriser Signature:	Initial
Date Conducted:		Date of Next Review:	Reviewed weekly / regularly in line with government guidance
		Date of Review:	

General Industry Guidance: Govt General Working [Safely](#) During COVID-19. Includes general advice on control measures such as back-to-back working, side-to-side, using screens and barriers to separate people, working in fixed/small teams, reduced activity time etc. Review and see what works for your team. Continue to monitor PHE for experiment findings and endorsements around music and singing.

Cleaning and Disinfection – Govt [Guidance](#), appreciate though the delicate nature of instruments (and the users). Instruments must not be shared without the correct level of disinfection eg a household detergent followed by disinfection (1000 ppm av.cl.) is contained within general Govt cleaning guidance.

Potential Severity of Harm	High Death, paralysis, long term serious ill health.	Medium	High	High
	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low	Medium	High
	Low Minor injuries not resulting in any first aid or absence from work.	Low	Low	Medium
		Low The event is unlikely to happen.	Medium It is fairly likely to happen.	High It is likely to happen.

Likelihood of Harm Occurring

Risk Rating Definitions	
Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
High	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.

Music Mark Guidance published for visiting tutors - A recommended code of practice for peripatetic tutors in schools

1. Do not attend school if you suspect that you (or any of those you live with) may be coming down with Coronavirus symptoms: follow self-isolation procedures.
2. 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.
3. Sign in at the school reception on arrival and immediately wash your hands thoroughly before going to the teaching room. Bring your own pen and avoid touching surfaces where possible.
4. Remember that this way of working is as new to school staff and pupils as it is to you. Accept that there will be slips and honest mistakes on both sides and take the opportunity to learn from them.
5. Ask for the school's risk assessments for COVID-19 and for music teaching; ask about anything you do not understand and abide by the control measures specified.

6. 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.
7. Find out, before you need to know, what to do if you or pupils fall ill.
8. If you think that a child may be showing symptoms of Coronavirus, stop the lesson and report your concerns to the school immediately. UK Association for Music Education — Music Mark <https://www.musicmark.org.uk> 8 Guidance for Providers 2 nd June 2020
9. Teach outside if it is practical and weather permits.
10. Maintain 2m or more distance from other people at all times, including pupils (but don't use your instrument cases to enforce this in narrow corridors!).
11. 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 and safety considerations: i.e. do not move heavy furniture.
12. 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. If you have one, raise the issue with your manager or equivalent immediately.
13. You may consider wearing a face mask while you are teaching (of course singing, woodwind and brass teachers will need to remove theirs to demonstrate).
14. 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.
15. Never play on a pupil's mouthpiece or allow them to play on yours.
16. Stick to the agreed timetable as closely as you reasonably can but understand if it has to change at short notice.
17. Wash your hands thoroughly before leaving the school and use hand sanitiser, preferably as the last thing you do before signing out.

Version Control			
Version Number:	Date of Change	Details of Changes	By:
1.0	Created 22.06.20	Created by: SJP	SJP
2.0	Changed 06.07.20	Reviewed by Hannah Roberts Amended by SJP	Hanna Roberts SJP
3.0	24.08.20	Amended in line with updated Gov.uk advice – brass and woodwind and singing rules have changed	SJP
4.0	26.08.20	Amended in line with Gov.uk advice on wearing face coverings in schools for aged 12+ pupils	SJP Hannah Roberts
5.0	01.09.20	New gov guidance released on 28.08.20 7.30pm re group sizes.	SJP
6.0	02.09.20	Minor amendments re out of hours provision and 15 pupils max	Sharon Bray a
7.0	14.09.20	Updated list of Gov and music mark links added, steel pan guidance added	SJP