

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with information being updated on almost a daily basis, please be aware that any existing risk assessments may become outdated, or be superseded, as the situation changes and risk changes.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)

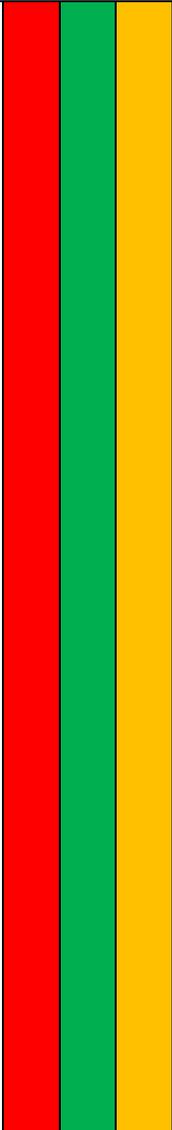
If an employee, or employee’s household is displaying [COVID – 19 symptoms](#), they must stay at home and follow Government advice. To protect others, do not go to places like a GP surgery, pharmacy or hospital. Stay at home. Use the 111 online coronavirus service and seek a test immediately.

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 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 request of 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 Employees may spread the virus to other colleagues. The symptoms may range from mild to death. Symptoms include: New continuous cough, loss of smell (anosmia) / taste, high temperature. Other symptoms may include</p>	<p>General Measures Music Service staff are advised to follow NHS guidance on coronavirus (COVID-19) Covid-19-guidance-for-employees</p> <p>Updated Gov advice: Schools coronavirus (COVID-19) operational guidance is here</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): School guidance Guidance for Special Schools Out of School Hours Guidance DCMS guidance for performing arts HE 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> <p>LSMS staff required to go into school can take a lateral flow test. Schools may also support with testing and will be contacted by the service.</p>						

	<p>nausea/vomiting/ headache/joint pains/diarrhoea</p>	<p>FE Guidance</p> <p>Early Years Guidance</p> <p>General COVID-19 guidance updated in line with the new measures being put in place.</p> <p>Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak</p> <p>Music Mark - Music Unlocked:</p> <p>England Supplement 18 Jun 2021</p> <p>Music Mark singing guidance 20.05.21</p> <p>Covid-19 Response – Spring 2021 Presented to Parliament by the Prime Minister: Roadmap out of lockdown</p> <p>If a member of the Music S's displays symptoms;</p>		<p><u>Actions following a negative test result</u></p> <p>The individual must go home immediately and self- isolate and take a PCR test-then add in a link where necessary. 111 can be called for advice.</p> <p>The school must be informed as necessary, for Track and Trace purposes</p> <p>The individual should inform their manager, so they can inform Public Health as necessary.</p> <p>The school must notify the LCC staff, if a pupil and or member of school staff, that they have been in contact with, has a positive result.</p> <p><u>Actions following a positive test result</u></p> <p>A positive result should be verified in short order with a polymerase chain reaction (PCR) test, which has a sensitivity of around 94% and a claimed specificity of 100%</p>								
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					(although in practice a very small number of false negatives are likely). In the interim, self-isolating guidance must be followed. Positive LTF results must be logged on the NHS portal (instructions are included in LTF testing packs).						
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,</p>	<p>LCC guidance states: 'From 19 July we will retain the current safety measures in place for staff. You are advised to continue to keep a 2-metre distance from others and to wear a face covering in enclosed spaces where required.</p> <p>LSMS staff are advised to wear masks / face coverings unless they feel they need to remove it to benefit the pupil/ communication.</p> <p>Staff will be required to agree an exemption with their line manager as well as the school</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. 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>continuous cough. The symptoms may range from mild to death.</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>Staff 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 maximise use of control measures, they will effectively minimise risks.</p>												
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<p>Music service staff delivering whole class provision ONLINE</p>	<p>Music service staff</p>	<p>Safeguarding training for all staff and Safeguarding policy in place https://leicestershiremusicclub.org/safeguarding LCC guidance for Safer working practice and Online and Distance Policy and guidance available</p>	<p>L</p>	<p>L</p>	<p>L</p>	<p>Music Leaders will live stream via Zoom into school lessons if appropriate. 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>								
<p>Music service staff delivering whole class provision (face-to-face)</p>	<p>Music service staff, School employees, parents, pupils and the general public</p> <p>Ill health Employees may spread the virus to other colleagues. The symptoms may range from mild to death. Symptoms include: New continuous cough, loss of smell (anosmia) / taste, high temperature. Other symptoms may include nausea/vomiting/</p>	<p>All whole class teaching can take place in schools in groups of any size. The leader/conductor / teacher should consider 2 metres or more social distancing if they can and face coverings may be worn.</p> <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 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. It is however recommended that the leader/conductor considers 2 metres</p>	<p>H</p>	<p>M</p>	<p>M</p>	<p>Management will regularly monitor new measures being introduced by government and individual schools to reduce risk.</p> <p>Hand sanitiser and masks 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>								

	<p>headache/joint pains/diarrhoea</p>	<p>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>Information on face coverings in education: 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 (updated 19th July 2021): 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>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</p>												
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		<p>shouting, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can take place in groups of any size. 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>LSMS staff are advised to only physically meet with school staff if they are satisfied that doing so is consistent with government advice.</p> <p>LSMS staff 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</p>												
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		<p>online. NB: Clinically vulnerable may be at work with a personal r/ass having been carried out before return – follow Govt advice. 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> <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>												
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<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 Employees may spread the virus to other colleagues. The symptoms may range from mild to death. Symptoms include: New continuous cough, loss of smell (anosmia) / taste, high temperature. Other symptoms may include nausea/vomiting/ headache/joint pains/diarrhoea</p>	<p>Music lessons can 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 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>H</p>	<p>M</p>	<p>M</p>	<p>Management will regularly monitor new measures being introduced by government and individual schools to reduce risk</p> <p>Hand sanitiser and face masks 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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		<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>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</p>												
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		as cleaning is an important control measure for the virus.									
Ensemble Teaching (out of hours provision)	<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 Employees may spread the virus to other colleagues. The symptoms may range from mild to death. Symptoms include: New continuous cough, loss of smell (anosmia) / taste, high temperature. Other symptoms may include nausea/vomiting/</p>	<p>For out of hours teaching refer to the guidance (updated 19th July 2021): https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-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</p>	H	M	M	<p>Management will regularly monitor new measures being introduced by government and individual schools to reduce risk.</p> <p>The risk rating cannot be reduced further due to the potential severity of COVID 19</p>					

	headache/joint pains/diarrhoea										
Collection and delivery of instruments	<p>Music service staff, School employees, parents, pupils and the general public</p> <p>Ill health Employees may spread the virus to other colleagues. The symptoms may range from mild to death. Symptoms include: New continuous cough, loss of smell (anosmia) / taste, high temperature. Other symptoms may include nausea/vomiting/ headache/joint pains/diarrhoea</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>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>	H	M	M	<p>Management will regularly monitor new measures being introduced by government and individual schools to reduce risk.</p> <p>Hand sanitiser, gloves and masks 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>Cleaning instruments – general</p>	<p>Music service staff, School employees, parents, pupils and the general public</p> <p>Ill health Employees may spread the virus to other colleagues. The symptoms may range from mild to death. Symptoms include: New continuous cough, loss of smell (anosmia) / taste, high temperature. Other symptoms may include nausea/vomiting/ headache/joint pains/diarrhoea</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>	<p>M</p>	<p>L</p>	<p>L</p>	<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 instruments made entirely from plastic may be submersed.</p> <p>More advice on cleaning different instruments is</p>								
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					<p>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 will increase the chance of spit-like and aerosol droplets occurring and travelling further.</p> <p>Ill health Employees may spread the virus to other colleagues. The</p>	<p>All whole class teaching can take place in schools in groups of any size. The leader/conductor / teacher should consider 2 metres or more social distancing if they can and face coverings may be worn.</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</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, so maybe try singing only on vowels sometimes.</p>					

	<p>symptoms may range from mild to death. Symptoms include: New continuous cough, loss of smell (anosmia) / taste, high temperature. Other symptoms may include nausea/vomiting/ headache/joint pains/diarrhoea</p>	<p>for-full-opening-schools#music-dance-and-drama-in-school states:</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. There is no restriction on singing in class bubbles.</p> <p>Recommended control measures (Music Mark)</p> <ol style="list-style-type: none"> Schedule singing sessions before a break if possible, so the empty room can be 																		
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		<p>ventilated immediately afterwards.</p> <p>2. Limit singing sessions to no more than 40 minutes. Children will only actively be singing for a fraction of this, even though the time is being used in a focussed, valuable and musical way.</p> <p>3. Ventilate the room as best you can during the session. If there are higher windows, opening these provide clean air without making the room uncomfortably cold.</p> <p>4. Face all children in the same direction so that nobody is singing directly at another person's face. It may help to offset rows, placing singers in a checkerboard pattern.</p> <p>5. Keep the dynamic (volume) down, generally to no more than <i>mezzo piano</i> (moderately soft). Focus on making a beautiful sound, not a loud one.</p> <p>6. Do not insist on musical-theatre levels of diction. Emphasising consonants creates additional water droplets ranging from visible to</p>												
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		<p>aerosol size (below 5μ) and increases risk of transmission.</p> <p>7. Project words and music onto a whiteboard if possible. If you must distribute paper copies, have children name theirs and retain it for future sessions. All state schools in England can make copies of most music under the Schools' Printed Music Licence, which the DfE funds.</p> <p>8. Ventilate the empty room after the session for a good fifteen minutes. This is especially important if you sing in a shared space (like a school hall) and another group will use it after you.</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>Playing Woodwind instruments will increase the chance of</p>	<p>All whole class teaching can take place in schools in groups of any size. The leader/conductor / teacher should consider 2 metres or more social distancing if they can and face coverings may be worn.</p> <p>Research has demonstrated that except for perhaps the Flute and the Trombone all instruments and singing are safe to resume in groups of any size. It is however recommended that the leader/conductor considers 2</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 with cork joints or with keywork as it may damage pads: this includes flute</p>					

	<p>spit-like and aerosol droplets occurring and travelling further.</p> <p>Ill health Employees may spread the virus to other colleagues. The symptoms may range from mild to death. Symptoms include: New continuous cough, loss of smell (anosmia) / taste, high temperature. Other symptoms may include nausea/vomiting/ headache/joint pains/diarrhoea</p>	<p>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. 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-</p>				<p>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>for-full-opening-schools#music-dance-and-drama-in-school states:</p> <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>										
Playing and care of instruments - brass	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>All whole class teaching can take place in schools in groups of any size. The leader/conductor / teacher should consider 2 metres or more social distancing if they can and face coverings may be worn.</p> <p>Research has demonstrated that except for perhaps the Flute and the</p>	H	M	M	Disposable gloves to be provided by LSMS if mouth pieces need to be touched (eg to fix a mouthpiece or valve)						
						Brass pupils should have their own mouthpiece, mouthpieces and upper tubing, crooks or head-joints must be thoroughly						

	<p>Ill health Employees may spread the virus to other colleagues. The symptoms may range from mild to death. Symptoms include: New continuous cough, loss of smell (anosmia) / taste, high temperature. Other symptoms may include nausea/vomiting/ headache/joint pains/diarrhoea</p>	<p>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> <p>Latest Gov.uk advice for the opening of schools in September:</p>				<p>washed before and after playing and dried before putting back in the case.</p>								
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		<p>To assist in mitigating the risk of AGP's brass instruments can have bell covers.</p> <p>If gloves are worn to assist in attaching mouthpieces valves, these must then be removed immediately, before touching another mouthpiece; to avoid cross contamination.</p> <p>Recommended: Condensate from a brass / woodwind instrument is emptied onto a disposable tissue; with a plastic sheet underneath; so that it does not contaminate the floor, where carpet is installed, otherwise to use disposable tissue which is then bagged for disposal afterwards and the floor surface disinfected.</p>									
<p>Playing and care of instruments - Percussion</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>All whole class teaching can take place in schools in groups of any size. The leader/conductor / teacher should consider 2 metres or more social distancing if they can and face coverings may be worn.</p> <p>All instruments present a risk of contact transmission. This is similar to the risk of transmission via door</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</p>					

	<p>Ill health Employees may spread the virus to other colleagues. The symptoms may range from mild to death. Symptoms include: New continuous cough, loss of smell (anosmia) / taste, high temperature. Other symptoms may include nausea/vomiting/ headache/joint pains/diarrhoea</p>	<p>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>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>								
<p>Steel Pan guidance</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>All whole class teaching can take place in schools in groups of any size. The leader/conductor / teacher should consider 2 metres or more social distancing if they can and face coverings may be worn.</p> <p>Research has demonstrated that except for perhaps the Flute and the</p>				<p>LSMS will provide hand sanitiser, masks 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</p>								

	<p>Ill health Employees may spread the virus to other colleagues. The symptoms may range from mild to death. Symptoms include: New continuous cough, loss of smell (anosmia) / taste, high temperature. Other symptoms may include nausea/vomiting/ headache/joint pains/diarrhoea</p>	<p>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>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>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>								
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<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 Employees may spread the virus to other colleagues. The symptoms may range from mild to death. Symptoms include: New continuous cough, loss of smell (anosmia) / taste, high temperature. Other symptoms may include nausea/vomiting/ headache/joint pains/diarrhoea</p>	<p>All whole class teaching can take place in schools in groups of any size. The leader/conductor / teacher should consider 2 metres or more social distancing if they can and face coverings may be worn.</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>	<p>M</p>	<p>L</p>	<p>L</p>	<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> <p>Good hand hygiene and wiping handling surfaces when changing players controls risks for most string instruments.</p>								
<p>Music tech uses in lessons</p>	<p>Music service staff, including consultants, conductors, those on contract for services and ensemble leaders,</p>	<p>All whole class teaching can take place in schools in groups of any size. The leader/conductor / teacher should consider 2 metres or more</p>	<p>M</p>	<p>L</p>	<p>L</p>	<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</p>								

	<p>school staff, pastoral workers, employees, parents, pupils and the general public</p> <p>Ill health Employees may spread the virus to other colleagues. The symptoms may range from mild to death. Symptoms include: New continuous cough, loss of smell (anosmia) / taste, high temperature. Other symptoms may include nausea/vomiting/ headache/joint pains/diarrhoea</p>	<p>social distancing if they can and face coverings may be worn.</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>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>				<p>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</p>	<p>Employees should aim to keep regular contact with work colleagues using media, skype Apps, LSMS drop ins 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>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>								

	exasperate anxiety / mental health issues	<p>Each employee / manager should have an emergency point of contact.</p> <p>EAP support available for all.</p>				<p>Smarter Working Resources</p> <p>https://leicestershiretotara.learningpool.com/course/view.php?id=4590</p> <p>Managers should consider holding remote wellbeing activities/initiatives to boost staff morale.</p>						
Travel to and from work / school (commuting)	<p>Employees may contract COVID-19 while traveling to and from work. This can then be spread to colleagues in the office/workshop. The symptoms may range from mild to death.</p>	<p>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.</p> <p>Employees to regularly sanitise the inside of their car in particular the touch points, such as steering wheel, gear stick, and seat belt.</p> <p>Employees to wash their hands as soon as they come into the office and get home.</p> <p>If staff are struggling to get to work this should be discussed with the manager.</p>	H	L	M	<p>Avoid all unnecessary travel to reduce the likelihood of the spread.</p>						

<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>	<p>See FAQs on the LCC intranet here</p> <p>Managers should seek guidance on how to spot signs and symptoms of coronavirus</p> <p>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.</p> <p>Managers should support employees to adhere to the recommendation to self-isolate to reduce the spread of coronavirus (COVID-19) to others</p> <p>Employees to use the 111 Online Coronavirus Service to find out what to do.</p> <p>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.</p> <p>Contact Property Services to inform them, in case a thorough clean needs to be initiated.</p> <p>If an employee cannot get home immediately, they should go into a</p>	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>								
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		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 household.</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 where appropriate.

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.
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, SJP
7.0	14.09.20	Updated list of Gov and music mark links added, steel pan guidance added	SJP
8.0	10.11.20	Page 1 overview updated with Gov advice and advice for moving into 'Lockdown2.0' Gov advice and new guidance published on 6.11.20 added. Links to LCC FAQs added	SJP
9.0	18.12.20	Amendments in line with Tier 3	SJP
10.0	20.01.21	National Lockdown guidance update	SJP
11.0	25.02.21	Updated guidance on unlocking	SJP
12.0	01.03.21	Actions following a positive and negative test result added on pages 2-3	SJP
13.0	29.03.21	Updated Music mark guidance added and protective measures for holiday clubs gov info added	SJP
14.0	14.05.21	Updated guidance for singing	SJP
15.0	04.06.21	Further updated guidance for singing	SJP
16.0	19.07.21	Guidance updated in line with Stage 4 of the roadmap / 'Freedom day'	SJP, Susan Williamson