

## Avanti Park Music Teaching Risk Assessment 2020 - 2021

| Risk/Hazard   | Who?            | Control Method  | Who is responsible?                  | Risk Rating |
|---|-----------------|---|--------------------------------------|-------------|
| Tutors/ visitors to school unknowingly carrying COVID19                   | Everyone        | On entering the building, visitors should wash their hands.   | School to make handwashing available | 6           |
|   |                 | Tutors should be informed of which bathroom they can use and the route that needs to be taken to get to there.  |                                      |             |
|   |                 | Where possible this should avoid internal routes.   |                                      |             |
|   |                 | Tutors should bring their own pen to sign in.   | Tutors to carry pen                  | 4           |
|   |                 | Tutor should be advised of the route to the teaching space provided to avoid crossing bubbles.  | School to inform tutor               | 4           |
|   |                 | Tutors should stay in the teaching room for the duration of the session, the only exception being bathroom breaks.  |                                      | 4           |
| Changes to emergency procedures due to COVID19 precautions                | Tutor<br>Pupils | When collecting students, tutors must not enter the classrooms. Instead, they will wait at the door for their student to join them before returning directly to the instrument teaching space.  |                                      | 4           |
|   |                 | Tutors should be informed of what to do in the event fire alarm or other emergency. <ul style="list-style-type: none"> <li>• Where is assembly point?</li> <li>• What is the expected route to the assembly point?</li> </ul> In the event of a fire, tutors should escort any pupils with them to the assembly point and pass them over to the care of school staff. | School to inform tutor               | 4           |
| Transmission due to contamination of teaching space and shared equipment. | Everyone        | Enhanced cleaning regime is in place in line with <a href="#">COVID19: Cleaning in non healthcare settings guidance</a> . All teaching spaces should be cleaned in accordance to these guidelines.  | School                               | 6           |
|   |                 | Between each pupil, tutor should wipe down any resources or furniture that will be used for the next pupil with a disinfectant wipe (music stand, piano keys, stool).   | Tutor                                | 4           |

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|   |                  |   | School to provide wipes  |   |
|   |                  | The next pupil should not enter the room until advised by the tutor and should wash their hands according to school practise before and after the lesson.   | School to arrange handwashing before the pupil enters the teaching space | 4 |
|   |                  | Sufficient time is available for the enhanced cleaning regime to take place.<br><br>A few minutes extra will be needed between each pupil to allow for cleaning down surfaces and time will need to be allowed for instrument assembly and cleaning.  |  | 4 |
| Waste disposal process in place for potentially contaminated waste.     | Everyone         | Any potentially contaminated waste (tissues, paper used to cover instrument bells or to clear spit valves) in the teaching space should be placed in a lidded bin with a bag inside.<br><br>This should be provided by the school in accordance to COVID19 cleaning guidance and disposed of at the end of the day in accordance to the school's risk assessment. | School to provide lidded bin in the teaching space                       | 6 |
|   |                  | Woodwind and brass tutors should have a supply of wipes and disposable cloths supplied by the school.   | School to supply wipes & disposable clothes                              | 6 |
| Teaching spaces are not suitable for teaching under COVID19 regulations | Tutors<br>Pupils | Teaching space must be large enough for tutor and pupil to maintain social distancing.<br><br>Furniture in the room may need to be moved to allow for this and this should be done before the tutor arrives at school. Any furniture not needed in the teaching space should be removed if possible.  | School to arrange teaching space before the first visit                  | 6 |

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|  |                  | <p>Additional space will be needed for the teaching of some instruments.</p> <ul style="list-style-type: none"> <li>• Flute: At least 2m from the end of the instrument and from the mouthpiece</li> <li>• Saxophone, Bass clarinet and Brass: At least 3m from the Bell</li> <li>• Singers: At least 3m apart from tutor or each other</li> </ul>   |        |   |
|  |                  | <p>Rooms should be well ventilated at all times.</p> <p>Windows should remain open and air conditioning on if the room has no external ventilation.</p>  | School | 4 |
|  |                  | <p>In settings where young people may struggle with social distancing, markings on the floor could be used to show the space where the tutor should be and where the pupil would be. Tape, chalk markings or hoops could be used to show this.</p>   | School | 4 |
| Surface transmission through clothing    | Tutors<br>Pupils | <p>Tutors should follow the normal guidance from the school regarding suitable attire for school and in addition should not wear items of clothing that could further transmit COVID19 – scarves, ties, long floaty clothing.</p> <p>Clothes should be clean on each day.</p>  |        | 4 |
| Suspected and confirmed cases of COVID19 | Tutor<br>Pupils  | <p>Approach to suspected COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> <li>• Tutors to carry personal mobile phones and in the event of a child displaying symptoms of COVID19, they should call the school office who will then deal with the case in accordance to school policy</li> <li>• The teaching space should then be cleaned as it would between sessions.</li> <li>• Any potentially hazardous waste should be placed in the lidded bin.</li> </ul> |        | 6 |
|  |                  | <p>If the tutor displays symptoms of COVID19 they should follow current government guidelines, self-isolating until they have been tested.</p>   |        | 4 |

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|   |                 | <p>They should not attend any face to face teaching scheduled that day but must inform the school following the usual procedure.</p> <p>If a tutor tests positive for COVID19, they should contact the school to inform them.</p> <p>The school should then follow their own Risk Assessment procedure to contact any pupils or staff who have been in contact with the tutor.</p> <p>The teaching space used by the tutor should be deep cleaned in accordance to the school guidance.</p> |   | 6 |
| Arrival and departure times changed due to changed school procedures. |                 | Tutors should be advised of any times when they cannot enter or leave the school premises if these have been changed due to COVID 19 guidance to avoid busy drop off and pick up times.   | School to inform tutor before first visit | 3 |
| Safeguarding  | Tutor and Pupil | <p>Schools need to ensure that all safeguarding precautions still stand in under the new arrangements.</p> <p>If the room that the tutor is in is in an isolated part of the school, a member of staff should relocate to work nearby.</p>  | School                                    | 6 |
| Surface transmission via instruments                                  | Tutor and Pupil | Tutors and pupils should keep to their own instruments at all times. If the tutor does needs to check or mend an instrument, they should wear gloves supplied by school if it is woodwind or brass instrument.  | Gloves provided by school                 | 6 |
|   |                 | For all other instruments, the instrument should be wiped with a disinfectant wipe before fixing and then on return to the pupil.   |   | 4 |
|   |                 | Teachers must not play on students' instruments, even to diagnose a problem.  |   | 4 |
|   |                 | If a tutor needs to demonstrate on the piano, the keys should be disinfected before and after.  | Wipes provided by school.                 | 4 |
|   |                 | Drum tutors should have their own sticks for demonstration purposes.  |   | 4 |

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| Airborne transmission                | Everyone | Singing: Teacher to be at least 3m from the nearest pupil.  |   | 6 |
|                                      |          | Flute: At least 2m from the end of the instrument and from the mouthpiece   |   |   |
|                                      |          | Saxophone, Bass clarinet and Brass: At least 3m from the Bell   | Cloths and bands provided by school to tutors | 6 |
|                                      |          | Woodwind instruments with a bell that can release condensation should have the bell covered with a disposable cloth kept in place with an elastic band. |   |   |
| Surface transmission via sheet music | Everyone | If pupils are bringing in their own sheet music, the tutor should avoid touching it.  |   | 4 |
|                                      |          | Pupils should make any markings or notes themselves, using a pencil they have brought to the session.   |   |   |
|                                      |          | If tutors are using their own music, pupils should avoid touching it.   |   | 4 |

### 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. Take your own pen to do this.
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.

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5. Ask for details of the school's risk assessments for COVID-19 that will affect you; 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 workshops and larger groups outside if it is practical and weather permits.
10. Maintain 2m or more distance from other people at all times, including pupils. If you are teaching singing, brass, saxophone or bass clarinet this should be 3m during lessons.
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). Check this with the school before the first visit as some settings are not encouraging this.
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, preferably as the last thing you do before signing out.

## **Schools are asked to:**

- Provide details of school's COVID19 Risk Assessment that tutors will need to comply with
- Communicate to tutors expectations and changes to working patterns in response to the Risk Assessment
- Provide hand washing facilities
- Provide cleaning wipes for equipment owned by the school
- Provide suitable teaching spaces to allow for social distancing and greater distancing needed for some instrumental and vocal lessons
- Ensure pupils know where lessons are and are on time for lessons

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- Provide suitable method of disposal of any potentially hazardous waste
- Ensure safeguarding is in place and that tutors are not teaching in isolated spaces

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