

COVID-19 Supplementary Risk Assessment

Guidance

Purpose

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

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

Assessing the risks

Remember that assessing risk is about understanding hazards and can never expect to eliminate all possibility of harm.

The standard is to identify **reasonably foreseeable** risks. We know that the extreme outcome of this infection is death or long-term health detriment but both are unusual outcomes in children and younger adults. The reasonably foreseeable risk here is the spread of the COVID-19 virus.

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

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

Control measures

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

Enable and encourage

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

COVID-19 Supplementary Risk Assessment

Whole-Class Ensemble Tuition (wind instruments)

Owner:	Iain McKnight - Assistant Director & Instrumental Lead		
Consultees:	Cheshire East schools and academies		
Version:	2		
Date of assessment:	10 July 2020	Review date (max 1 yr):	4 October 2020 or as soon as revised government guidance is issued

Description of activity

Whole-class brass/woodwind tuition - ordinarily taught in full classes of up to 36 pupils - led by Love Music Trust tutors in schools/academies.

References to related risk assessments

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

- Risk Assessment: Instrumental/Vocal Tuition
- COVID-19 Supplementary Risk Assessment: Instrument hire & loan

These can be viewed at <https://www.lovemusictrust.com/policies/>.

Definitions

The roles cited in this document are as follows:

LMT management	The designated manager at the Love Music Trust - in this instance, the instrumental lead - and, in turn, their direct manager(s)
Parents/carers	The parents/legal guardians of pupils participating in the activities assessed in this document
Pupils	The pupils participating in the activities assessed in this document
School management	The senior management - head teacher/principal and/or their nominated deputy, school business manager - of individual schools/academies
School	The school or academy in which the activities assessed in this document will take place
School staff	The member of school staff normally present for the activities assessed in this document
Tutors	The tutor delivering the activities assessed in this document; tutors are engaged as self-employed contractors working on behalf of the Love Music Trust

Advice followed

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

- [Guidance for full opening: schools \[Department for Education\]](#)
- [Music Unlocked: Guidance for Providers \[Music Mark\]](#)
- [Music Unlocked: Guidance for Schools \[Music Mark\]](#)

Existing control measures

	Hazard	Who is at risk?	Control measure(s)	Who is responsible?
1	Surface transmission	Pupils, tutors, school staff	Every pupil is provided with their own instrument, minimising opportunities for surface transmission. Instrument cases have a unique asset ID, and a list of pupils and their instrument allocation is kept by school.	Tutors, school staff, LMT management
2	Surface transmission	Pupils, tutors, school staff	Ordinarily, tutors are directed to dedicate the final teaching session(s) of the year to ensuring that instruments are left in a safe and clean working condition in readiness for the following year's tuition, should schools wish. Mild detergents (i.e. washing-up liquid/antiseptic wipes) only should be used.	Tutors, school staff, LMT management
3	Surface transmission	Pupils, tutors, school staff	Instruments should only be shared during the first few weeks of the project whilst pupils are 'trailing instruments'. During this time, mouthpieces of brass/reed instruments should be cleaned with antiseptic wipes between use, under supervision of tutors. Cane reeds should never be shared due to their porous construction. Plastic reeds (if used) can be sanitised and reused.	Tutors, school staff
4	Airborne transmission	Pupils, tutors, school staff	Through the Service Level Agreement, schools/academies are obliged to provide: <i>"suitable accommodation and facilities according to the size and needs of the group receiving tuition, including... good lighting, ventilation and heating."</i>	School management, LMT management

Additional control measures

	Hazard	Who is at risk?	Control measure(s)	Who is responsible?																					
1	Airborne transmission	Pupils, tutors, school staff	As per DfE guidance, classes should be limited to 15 pupils. To assist with this, sessions can be 'halved' so that half a class receives half an hour of tuition followed by the other half.	LMT management, school management																					
2	Airborne transmission	Pupils, tutors, school staff	A minimum of 2m distance between pupils must be in place. Sessions should take place in a space which is able to accommodate this. The ideal space is the school hall, particularly as this will assist with ventilation. Consider 'cinema style' row seating - with 2m distance maintained - to assist with 'line of sight', e.g. <table style="margin-left: 40px; border: none;"> <tr> <td style="padding: 0 10px;">X</td> <td style="padding: 0 10px;"></td> <td style="padding: 0 10px;">X</td> <td style="padding: 0 10px;"></td> <td style="padding: 0 10px;">X</td> <td style="padding: 0 10px;"></td> <td style="padding: 0 10px;">X</td> </tr> <tr> <td style="padding: 0 10px;"></td> <td style="padding: 0 10px;">X</td> <td style="padding: 0 10px;"></td> <td style="padding: 0 10px;">X</td> <td style="padding: 0 10px;"></td> <td style="padding: 0 10px;">X</td> <td style="padding: 0 10px;"></td> </tr> <tr> <td style="padding: 0 10px;">X</td> <td style="padding: 0 10px;"></td> <td style="padding: 0 10px;">X</td> <td style="padding: 0 10px;"></td> <td style="padding: 0 10px;">X</td> <td style="padding: 0 10px;"></td> <td style="padding: 0 10px;">X</td> </tr> </table>	X		X		X		X		X		X		X		X		X		X		X	LMT management, school management
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3	Airborne transmission	Pupils, tutors, school staff	Tutors should maintain a minimum distance of 2m from pupils at all times. This should be increased to 3-5m whilst pupils are playing .	Tutors																					
4	Surface transmission	Pupils, school staff	Schools will also wish to consider how/whether to sanitise seating in between use by pupils. To minimise surface transmission, tutors will not handle or wipe down seats etc.	School staff, school management																					

	Hazard	Who is at risk?	Control measure(s)	Who is responsible?
5	Surface transmission	Pupils, tutors, school staff	Water keys should not be vented directly onto the floor. Newspaper or paper towels should be provided to soak up water and players should clear up their own. Alternatively, a small pot containing detergent would also be effective.	Tutors, school staff, school management, pupils
6	Surface transmission	Pupils, tutors, school staff	If the need to handle a pupil's instrument arises (i.e. for maintenance), tutors and staff must ensure that they clean their hands before and after handling it. During the handling process, tutors must avoid touching their face or any other equipment not belonging to them or the specific pupil whose instrument is being handled. Tutors must not play any instrument other than their own in order to diagnose an issue. To further reduce surface transmission, instruments should be placed on a desk, table or chair when brought by the pupil so that the tutor is able to maintain appropriate distancing.	Tutors
7	Surface transmission	Pupils, tutors, school staff	Because of closures, pupils (and their instruments) may not be in school. As a consequence, the routine cleaning and maintenance of instruments may need to take place at the start of the autumn term rather than at the end of the summer term. A 'quarantine' period of 72 hours following an instrument being brought to school by a pupil or parent/carer must be in place. Once returned, it is important that instruments - in their cases - are securely stored and not handled by school staff or other pupils to avoid the risk of surface transmission.	School management
8	Surface transmission	Pupils, tutors, school staff	When instruments undergo routine cleaning and maintenance, tutors should ensure that they wash their hands regularly and avoid touching their face. Any equipment used to do this - bowls, towels, brushes, etc. - should be sterilised if used in multiple schools, before being taken away by the tutor. If a school is able to provide a sink area in school for this use, which can be cleaned after use, this would be preferable.	Tutors
9	Surface transmission	Pupils	Mouthpieces should be sanitised before first use by a pupil. Schools should ensure that wipes are available for this process.	Tutors, school staff, school management
10	Surface transmission	Pupils, tutors, school staff	Schools should reinforce that, if a pupil's instrument is taken home, it must only be used and certainly only played by the pupil themselves. Schools may wish to consider systems for safely bringing instruments to and from school. This may mean that a period where instruments are not taken home is more appropriate in the short term.	School management, school staff, pupils, parents/ carers

	Hazard	Who is at risk?	Control measure(s)	Who is responsible?
11	Surface transmission	Pupils, tutors, school staff	Minimise the use of sheet music and music stands. Where possible, use a projector and screen instead and share items electronically. If sheet music is used, it is important that it is not shared amongst pupils. If music stands are used, they should be left for a period of 72 hours after use. If consecutive classes are to use them then stands must be sanitised in between uses and thorough hand washing must take place.	Tutors, school staff, school management

Initial risk rating

(prior to the implementation of additional control measures)

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

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

Revised risk rating

(subsequent to the implementation of additional control measures)

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

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

Summary

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

Date communicated to stakeholders:

Signed: 

Date: 10 July 2020

Name: Iain McKnight

Position: Assistant Director & Instrumental Lead

Remember:

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

Appendix 1 - Version control

Version	Date	Summary of changes
1	6 July 2020	-
2	10 July 2020	Amended <i>Additional control measures</i> (6.) to add final sentence. Reformatted risk rating tables and document layout.