

Wigan Music Service – Restarting visits to Schools 8th March 2021

Risk Assessment

A quick reference Summary of Covid-Safe Working Practices for visiting music teachers (March 2021)

Visiting Teachers deployed to schools by Wigan Music Service will.....



not attend school if they display symptoms of COVID-19

notify WMS HQ if they become symptomatic and work with WMS, public health and schools to identify any close contact within 48hrs of becoming symptomatic.

engage with the Asymptomatic Testing Programme for front-line workers and carry out one or two self-tests per week (depending on timetable) and log their results on the NHS website. 'Evidence' of their negative test will be available to view on their mobile device when teachers attend school.

cooperate with track and trace systems in place in schools at point of entering school reception.

hand-sanitise on arrival and at intervals during their visit.

wear face-coverings in accordance with DfE guidance, public health guidance and individual school policy. In primary schools coverings (not visors) will be worn in communal areas and when 2m distancing risks being compromised in the teaching situation.

maintain 2 meters distance from all pupils and staff at all times and will not compromise 'bubbles' by mixing pupils.

minimise surface contact and where this is necessary will use sanitising wipes to clean down after use (e.g. piano keyboard).

ensure that pupils do not share instruments or resources.

minimise the use of printed materials and handouts (pupils will have their own music books).

maintain good ventilation in teaching spaces, especially for singing and wind instrument activities.

utilise a portable transparent screen to help to maintain distance and minimise large droplet spread.

work with school to ensure quarantine of instruments where class sets are used weekly.

Please note that Music Hubs and Services in England are guided by Music Mark, The Association for Music Education and their up-to-date guidance 'Music Unlocked' (based on government documents) informs our practice and approach during the Covid recovery.

You can find details here:

<https://www.musicmark.org.uk/resources/music-unlocked-guidance-for-schools-and-music-providers/>

In particular the 24th February Supplement provides useful guidance. (Brief)

<https://www.musicmark.org.uk/wp-content/uploads/England-Supplement-24Feb21.pdf>



(Extract)

You can:

- Teach music to whole-class groups in schools; indeed the Department for Education expects schools to teach arts subjects (Restricting Attendance p.47)
- Welcome peripatetic (visiting) teachers in schools (ibid. p.48)
- Allow peripatetic teachers to move between schools without restrictions on the number of settings they visit per day or per week (ibid. p.48)
- **Sing and play any and all combination of instruments in class, including woodwind and brass** (ibid.p.49)
- The guidance prioritises social distancing for higher aerosol activities
- Teach individual and small group lessons, subject to a suitable space (ibid. p.50)
- Run after-school clubs in school as part of wrap around care, using school staff or outside providers, e.g. Music Education Hub staff (ibid. p.46)
- Run other out-of-school provision but only for vulnerable children, key workers' children, where attendance is necessary for parents to work or for home educated children (OOSS – Who can attend your setting)

You cannot:

- Play or sing in “larger groups”, which we understand to be larger than a class bubble (Restricting Attendance p.49)
- Use physical correction or allow contact between pupils, as either would compromise social distancing (ibid. p.47)
- Perform to a live audience (ibid. p.48)
- Run educational visits, including non-residential (OOSS – Educational visits and trips)

We recommend:

- Observing social distancing meticulously for peripatetic staff, both from school staff and pupils
- Distancing as much as practicably possible for singing and playing blown instruments in class bubbles (although this may be relaxed for recorders and ocarinas, as they do not require significant volumes of air)
- Issuing books and copies of music to individual students for their exclusive use



Risk Assessments
for:

Music Service delivering
provision in school

Date:1st
July 2020

Updated:
8th March
2021

Assessor Name:
Dave Little

Sources: Music Mark 'Music Unlocked' guidance.



Note: Measures for music service staff should run in line with current individual school risk assessments as well as the Music Mark Guidance 'Music Unlocked' and WMS instrument specific guidance documents for small group teaching and for Wider Opportunities sessions.

This assessment is for the support of staff and contractors employed by the LA's Music Service to deliver the Service Level Agreement to groups of pupils within a school setting and to ensure the safety of teachers and pupils. It follows guidance from DfE on schools fully reopening in September 2020 with reference to approval of visiting staff moving between schools, use of physical resources (instruments) and a small section of music specific guidance.

What are the hazards	Who might be harmed and how	Risk rating without controls in place	Current control measures	Risk Rating with control measures in place	Are risks adequately controlled for work task to go ahead, or will further control measures be required? (Detail any additional measures)	Action required by Whom	Date action required by
Entering the school Site	Pupils staff and Visitors	H	<ul style="list-style-type: none">Only attend the school if you have booked a visit / you are timetabled to attend.Visitors will enter the school site via the main reception gate.	M	GOV.UK Guidance. https://www.gov.uk/government/publications/staying-alert-		8 th March 2021

<p>Spread of Virus/failure to comply with social distancing rules</p>			<ul style="list-style-type: none"> • Anyone entering the school site must follow the UK Government social Distancing Guidelines. • On entering the school site, you may have your temperature taken and be asked the following questions: <ul style="list-style-type: none"> ○ Have you had a persistent cough, high temperature or loss of taste and smell in last 14 days? ○ Has anyone in your household had any of these symptoms in the last 14 days? • Anyone found to have a temperature of 37.8 or higher, will be asked to leave site and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance, and self-isolate themselves for 7 days and the rest of their household for 14 days. • Hand sanitiser stations will be positioned at the building entrance and must be used by all entering site. • One-way system in operation on the outdoor areas. • All designated walkways will have 2m distance markers notice displayed. • Visitors must arrive on site no earlier than an agreed time. • Once onsite visitors will be directed to their allocated work room/area. 		<p>and-safe-social-distancing/staying-alert-and-safe-social-distancing</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p>	<p>Visitor</p>	
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			<p style="text-align: center;"><u>LATERAL FLOW TESTING FOR INSTRUMENTAL TEACHERS</u></p> <p>From w/c 1st March 2021, Music Service Core and Freelance staff are strongly encouraged to engage with the Asymptomatic Testing Programme for Frontline workers.</p> <p>Staff have been guided to independently acquire Self-test LTD's from collection points referring to:</p> <p>https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff</p> <p>Frequency of testing will vary based on individual teacher timetabled visits to schools with those visiting schools daily advised to take 2 tests per week in line with full time school staff guidance.</p> <p>Staff have been asked to cooperate with schools by evidencing their test result outcome by displaying their NHS confirmation email / text message if this is requested by schools.</p> <p style="text-align: center;"><u>Face Coverings when in school</u></p> <p>Following the government's announcement on the 22nd February (Covid-19 response Spring 2021), face coverings are now also recommended in early years and primary schools for staff and adult visitors in situations where social distancing between adults is not possible, for example,</p>		<p>Testing is voluntary but a high level of engagement and cooperation is anticipated.</p> <p>Self-testing relies of diligence in carrying out the process and honesty of reporting on NHS site and hence producing the 'negative' test evidence.</p>		
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			<p>when moving around corridors and communal areas.</p> <p>For secondary schools and further education settings, staff should wear face coverings in all indoor environments – including classrooms – where 2m social distancing cannot be maintained during lessons.</p> <p>Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p>				
<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,</p>	<p>Music service staff, School employees, parents, pupils and the general public</p> <p>Ill health (As of the 18 05 20, the list of</p>	H	<p>General Measures</p> <p>Music Service staff are advised to follow NHS/PHE guidance on coronavirus (COVID-19) Covid-19-guidance-for-employees</p> <p>Music Service SLT team are advised to follow the NHS guidance for employers and businesses on coronavirus (COVID-19) Covid-19 Guidance to-employers</p>	M	<p>Managers should regularly refer to latest guidance https://www.gov.uk/coronavirus</p> <p>LA guidance is to maintain the 2-metre rule where possible</p>		

<p>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>symptoms now includes;</p> <ul style="list-style-type: none"> • High Temperature 37.8°C • Continuous Cough • Loss of taste and smell. <p>In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p>		<p>and Covid-19 Guidance for schools</p> <p>Specific measures in place by schools. All contractors and service providers, not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection updated)</p> <ul style="list-style-type: none"> • Agree an appointment time and location • Observe good hand hygiene practice throughout the visit. • Observe as far as possible the 2 metre rule • Visitors to sign in and out as is normal practice. • Liaise with the school regarding specific school rules, procedures and expectations and your requirements <p>Be aware - In support of the NHS Test and Trace, guidance recommends schools keep a temporary record of contractors and visitors for 21 days, in a way that is manageable for the school, and to assist NHS Test and Trace with requests for that data if needed. The school will comply with this guidance and support the NHS.</p> <p>Music service staff delivering whole class provision</p> <p>MS staff advised to contact school ahead of first visit to discuss requirements and processes specific to that school:</p>		<p>Staying Alert and Safe (Social Distancing) 04 06 20</p> <p>https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</p> <p>Management will regularly monitor new measures being introduced by government and individual schools to reduce risk. Guidance issued by GOV.UK</p> <p>The Music service will maintain records of their staff visits.</p> <p>Liaise with the school management to work within the GOV.UK guidance for schools and local</p>	<p>Music Service Managers</p>	
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			<p>Allocated room, floor size, furniture, equipment.</p> <p>Access and circulation in the school</p> <p>Emergency procedures - Evacuation</p> <p>First Aid procedures COVID-19</p> <p>Storage of council owned instruments</p> <p>Students personal instruments</p> <p>MS staff to familiarise with instrument specific guidance documents in relation to social distancing (based on Music Mark 'Music Unlocked' research).</p> <p>MS staff prepared to operate with reduced class sizes (e.g. Max 15 or less based on the rooms size) as per most recent government guidance and for Whole Class work, be prepared to deliver a 30 min session twice during their visit.</p> <p>All pupils and staff will follow social distancing rules and keep to a minimum distance of 2 meters away or further in accordance with 'Music Unlocked' guidance. See WMS instrument specific sheets.</p> <p>Regular hand washing should take place</p>		<p>requirements for working within bubbles.</p> <p>Hand sanitizer should be provided by schools to all visitors. Located at the reception entrance.</p>		
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		<p>Staff 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>Instruments will only be used if safe to do so. A series of 'instrument free' resources for whole class instrumental work are available for use by classroom colleagues and by MS teachers either on their own or in combination with half classes to support social distancing and the possibility of delivering music lessons without instruments.</p> <p>Instruments Must Not be shared between staff or pupils.</p> <p>Hand-outs should not be given out but digital solutions such as projecting should be used. Teaching by rote will be a likely method of teaching and learning musical content.</p> <p>Movement in the class should be kept to a minimum and within the procedures of the school</p> <p>Music service staff that fall into the extremely vulnerable category should remain shielding at home. Schools given the option to invite the colleague to join a video conference type lesson to deliver remotely.</p>		<p>Freelancers advised to provide their own pocket hand sanitizer for use during their visit. Anti-bacterial wipes will be provided to all staff members.</p> <p>All WMS Staff to be issued with a transparent portable shield to assist in social distancing and mitigate the risk of aerosols from speech, singing (small group / individual) and wind instruments. Shield to be sanitised between lessons.</p> <p>Guidance on Shielding and Protecting People who are Clinically Extremely Vulnerable for COVID-19 05 06 20</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-</p>		
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		<p>Music service staff who live with clinically vulnerable people may attend work.</p> <p>Music service staff who live with people who fall into the extremely vulnerable should remain at home. Schools given the option to invite the colleague to join a video conference type lesson to deliver remotely.</p> <p>If pupils have to move to staff location cleaning should take place between sessions.</p> <p>Individual and small group music lessons in school</p> <p>Music lessons should take place in a well-ventilated room</p> <p>2 meters should be kept between music staff and pupils</p> <p>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 by following the school COVID-19 procedures.</p> <p>Lessons to be undertaken within a dedicated room/resource area, not shared by others</p> <p>Fixtures/furniture to be cleaned and wiped down between sessions.</p>		<p>from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>All WMS Staff to be issued with a transparent portable shield to assist in social distancing and mitigate the risk of aerosols from speech, singing (small group / individual) and wind instruments. Shield to be sanitised between lessons.</p> <p>If possible liaise with the school prior to visit</p>	<p>Music teachers</p>	
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		<p>Music staff should not seek to find pupils who do not attend. Instead, pupils should send for the next pupil where they are a part of the same class / bubble.</p> <p>When social distancing is not possible discuss alternative options with the School senior management and Head to Music Service. 2 metre rule applies in schools</p> <p>Pupil lesson times should be staggered for arrival and departure times to reduce contact.</p> <p>Spaces should be aired out as much as possible both during and between sessions.</p> <p>Measures to take when staff or pupils arrive at school unwell or become unwell whilst in school</p> <p>Pupils and staff who are sent home are advised to follow the staying at home guidance.</p> <p>Music service staff should inform school staff if they or a child becomes unwell. Follow the instructions of the school management.</p> <p>Whilst a child is awaiting collection, they will be moved, if possible and if appropriate, to a room where they can be isolated under supervision of a member of staff.</p>				
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		<p>Where it is not possible to isolate them, school staff have been advised to move them to an area which is at least 2 metres away from other people.</p> <p>Children that need to go to the bathroom while waiting to be collected are to use their bubble allocated bathroom.</p> <p>The bathroom will be regularly cleaned and disinfected using standard cleaning products throughout the day. Staff using an allocated toilet must maintain good hygiene practice and wipe down all hard surfaces before leaving. E.g. Taps, door handles, etc. before leaving the room.</p> <p>If a member of music service staff becomes unwell or is exposed to a child who is unwell they should inform the music service office. They will be sent home and advised to follow the staying at home guidance.</p> <p>Handling of instruments in school</p> <p>Consult instrument specific guidance on instrument hygiene. (WMS)</p> <p>Incoming instruments to school (from homes) should be quarantined in accordance with 'Music Unlocked' guidance. The return of instruments should be organised by schools in accordance with their own accommodation / storage / drop off options and social distancing rules.</p>			<p>School</p> <p>Individual</p> <p>School Office & Music Svc Manager</p>	<p>Head of the Music Service to liaise with the school regarding the use of personal instruments. Subject to</p>
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			<p>If instruments are maintained by MS staff whilst in school, they should be further quarantined before handing to pupils.</p> <p>Social distancing guidance should be followed when collecting or delivering instruments.</p> <p>Pupils should not be involved in the movement of instruments apart from their own individual allocated instrument.</p> <p>Hand washing or the use of hand sanitizer should take place regularly. Use of gloves should be considered.</p> <p>Staff will be issued with wipes and gloves.</p> <p>Case handles to be wiped after handling instruments.</p> <p>Any delivery of instruments into school should be planned to avoid high congestion times.</p> <p>Wind instruments Must Not be shared.</p> <p>If percussion instruments / keyboards are shared. This should be minimised (i.e. pupil uses the same instrument throughout the lesson), and instruments should be cleaned between use and sessions. This is the case with piano keyboards which should be disinfected with wipes between each lesson / user.</p>		<p>Government guidance and PH advice. Quarantine – 72hrs</p> <p>Quarantine – 72hrs</p> <p>Hand sanitizer should provide to all technical staff</p> <p>Instrument cleaning products provided to members of staff. Brushes, cleaning cloths, swabs, wipes.</p> <p>Anti-bacterial wipes should be provided to all staff members</p>		
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			<p>Music Service Collection and delivery of instruments</p> <p>Vans should be well ventilated</p> <p>Instruments should be delivered in advance of any activates. All case should be quarantined for a minimum of 72 hrs</p> <p>Where possible and safe having single workers load or unload vehicles.</p>				
<p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces</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, School employees, parents, pupils and the general public</p> <p>Ill health (E.g. Respiratory symptoms, fever, cough, shortness of breath</p> <p>In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death)</p>	H	<p>General Measures to be expected and respected by Music Teachers in the Schools Environment</p> <p>Music Service Staff are advised to follow NHS guidance on coronavirus (COVID-19)</p> <p>Covid-19-guidance-for-employees</p> <p>An Employee Covid-19 FAQ is on the intranet.</p> <p>Management are advised to follow NHS guidance for employers and businesses on coronavirus (COVID-19) Covid-19 Guidance to-employers</p> <p>And Covid-19 Guidance for schools</p> <p>As per direct transmission and in addition:</p> <p>Where hand sanitiser is available in locations around the school it should be used in addition to hand washing.</p>	M	<p>Managers should regularly refer to latest guidance https://www.gov.uk/coronavirus</p> <p>Management will regularly monitor new measures being introduced by government and individual schools to reduce risk</p>		

		<p>Pupils and staff are advised to ensure they wash their hands for 20 seconds more often than usual with soap and water or hand sanitiser and to catch coughs and sneezes in tissues. Young pupils are supervised where appropriate.</p> <p>Posters will be displayed in school to remind everyone of public health advice</p> <p>Objects and surfaces that are touched regularly are disinfected using standard cleaning products as they would normally be and, where there is visible contamination to be thoroughly cleaned, before being used by anyone else.</p> <p>Particular attention is paid to frequently touched areas and surfaces, such as bathrooms, grab-rails, door push plates in corridors and stairwells and door handles.</p> <p>Cleaning regimes and responsibilities are clarified in schools, which have external organizations providing FM/cleaning services.</p> <p>Covid-19-decontamination-in-non-healthcare-settings</p> <p>Rooms used to isolate pupils (whilst awaiting collection by parents) will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p>			School	
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Inadequate premises check due to lack of staffing	Music service staff, school employees and pupils Serious injury or ill health due to complete/partial failure of key plant/equipment e.g. fire alarm.	M	The BAHSW confirms that all schools of the Authority where we are the employer (C & VC) and those who (VA & Academy) responded to the instructions of GOV.UK and the LA have completed a thorough assessment a COVID-19 assessment as part of the Wider Opening of the School reviewed by the corporate Safety Officers	L	Music Service Manager to monitor and review		
Employee Wellbeing Stress and anxiety	Music service staff Stress related ill Health	M	Employees / Freelancers are encouraged to discuss any issues/problems they may have with their line manager / a member of the management team (freelancers) Guidance for managers will be sought from internal HR department or the Corporate Health and Safety team. (Central staff) Employee Assistance Programme can help provide support, advice and information to Council staff only. (T: 0300 555 0120) Citizens Advice – offer free, independent, confidential and impartial advice on a range of financial issues.	L	Managers to monitor and review. HR&OD to provide email address with Username and Password		
BAME	Vulnerable to COVID-19		Pupil group to remain in their bubble for all activities to minimize interaction with others.		BAME - Limited scientific data available.		

			<p>The music teacher to supervise social distancing within the behaviour of the young pupils.</p> <p>To work with the school Headteacher to implement any new government advice relating to children of families within the BAME risk group.</p> <p>Reduce the number of people each person has contact with by using 'fixed groups so each teacher works with only a limited number of pupils</p> <p>Head of Music to complete a 1:1 informal discussion with any member of staff/contractor within a BAME risk group, to offer reassurance for any concerns and/or support within the ability of the service.</p>		<p>Complete the Corporate 1:1 assessment.</p> <p>PHE - BAME study guidance</p>		
Irritant Contact Dermatitis	Employees Exposure through excessive hand washing.	M	<p>Employees reminded to report signs of dermatitis to their manager i.e. itchy, dry or red skin.</p> <p>Advised to dry hands thoroughly after washing them and if necessary moisturise your hands to replenish the skin's natural oils.</p>	L	<p>Early detection can prevent more serious dermatitis from developing.</p> <p>Alternative Hygiene Control</p> <p>Regular use of a hand moisturiser</p> <p>Change to a non-alcohol-based sanitizer.</p> <p>Frequently wash hands with soap and water</p>		

Ignition of alcohol-based hand sanitizer	Employees Burns to the hands as a result of ignition of sanitizer vapour	L	Employees are asked to wash their hands with soap and water if possible. If only alcohol-based hand sanitizers are available, to make sure all liquid is evaporated before touching any surfaces.	L			
Leaving the school Site Spread of Virus/failure to comply with social distancing rules	Pupils Staff and Visitors		<ul style="list-style-type: none"> • Visitors will leave the school site via the building entrance. • Visitors must leave site straight after their programme of work has finished. • Hand sanitiser station will be available in the Reception holding area. • Maintain as much as possible, the 2m distance rule. • Use marked walkways where possible 				

Separate Appendix (available upon request):

- Instrumental Teachers Guidance for Visits to Schools 06 20
- WOPPS Post COVID-19 Guidance for BRASS, PERCUSSION, WOODWIND, SINGING, STRINGS