

Risk Assessments for:	Music Service delivering provision in school	Date updated	07/09/2020
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Note: This risk assessment and the guidance within it **does not constitute advice or instructions to schools from Hackney Music Service**. Schools may choose to use elements of this risk assessment to help inform their own. HMS tutors can use this document as a guide but they have been instructed to follow the risk assessments and procedures of all host schools.

This Risk Assessment has been developed using:

Guidance for educational settings

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

Guidance for out-of-school settings

<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>

Aerosol and Droplet Generation from Singing, Wind Instruments (SWI) and Performance Activities

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/914628/S0695_Aerosol_and_Droplet_Generation_from_Singing_Wind_Instruments_SWI_and_Performance_Activities.pdf

Guidance prepared by Music Mark

<https://www.musicmark.org.uk/wp-content/uploads/Guidance-for-Providers.pdf>

<https://www.musicmark.org.uk/wp-content/uploads/Guidance-for-Schools.pdf>

Guidance provided by the NHS and Gov.uk

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.gov.uk/coronavirus>



Additional Relevant Links

Guidance for singing

https://www.singup.org/fileadmin/user_upload/Singing_Schools/PDFs/Children_and_School_Singing_During_the_COVID-19_Pandemic.pdf

Cleaning of non-healthcare settings

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Guidance on infection prevention and control for COVID-19

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

The following health and safety principles underpin all activities related to HMS teaching

1. The health and safety of pupils and staff is paramount
2. HMS has a 'duty of care' to maintain the highest health and safety standards. This requires all HMS staff, school staff and pupils to be made aware and comply with the measures put in place in the context of individual school risk assessments
3. HMS staff will be consulted on the development and implementation of Covid-19 control measures and are required to be vigilant in identifying, reporting and addressing risks
4. Maintaining basic transmission control measures are paramount and will be routinely applied to all HMS activities and working arrangements, including:
 - hand washing;
 - sanitisation;
 - regular cleaning of frequently touched surfaces and equipment;
 - good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
 - social distancing
 - minimising the sharing of equipment and facilities
 - recommended use of PPE for HMS staff
5. Early identification and isolation of staff and pupils exhibiting coronavirus symptoms and those identified through 'track and trace' systems
6. Ensuring effective infection protection and control and preventing the spread of coronavirus e.g. dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces).
7. Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend lessons or ensembles, or are sent home immediately

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 to go ahead, or will further control measures be required?	Action	Date
TRANSMISSION OF COVID-19 (general)	HMS staff, school employees, parents, pupils and the general public	H	<p>General Measures HMS Tutors are advised to follow the gov.uk and NHS guidance for Coronavirus (COVID-19)</p> <p>Schools will follow DfE Guidance for full opening: schools. This guidance states that though the number of visitors allowed onto a school site will be limited, schools will be able to welcome peripatetic tutors back to school in September.</p> <p>The guidance is also clear that these individuals will be expected to comply with the school's individual arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils. HMS tutors will be expected to fully comply with their school's individual arrangements at all times, and to familiarise themselves comprehensively with any differences between them. Each school will have its own policy for visitors to the school site. Schools should email copies of this to HMS prior to tuition restarting.</p> <p>HMS tutors should expect to be fully briefed upon arrival at their schools regarding school policy and safety measures, and where possible schools should provide tutors with a hard copy of their most up to date guidance for visitors. If HMS tutors are unhappy that schools are not meeting the expectations set out within this document, they must raise with HMS immediately.</p> <p>Regular hand washing / sanitising should take place in all schools, all HMS tutors will be expected to do this, and always upon arrival at work, home, and before handling</p>	M	<p>HMS Senior Team should regularly refer to latest guidance gov.uk and NHS guidance for Coronavirus (COVID-19) and DfE Guidance for full opening: schools</p> <p>HMS Senior Team will regularly monitor new measures being introduced by government and individual schools to reduce risk</p> <p>HMS to ensure all staff/tutors are aware of and have read this document, and have access to updates. All tutors will receive training and information at the full staff meeting prior to beginning teaching. A register will be taken of all staff who have attended. Any staff unable to attend must watch a recording of the training and indicate they have done so on a survey. Staff will receive a copy of this risk assessment and</p>	Music Service Managers, Schools and all HMS Tutors	Sept 2020

		<p>food. Any coughs/sneezes should be covered with a sleeve/tissue rather than a hand, tissues should be disposed of immediately in the bin and again hands washed.</p> <p>HMS tutors who are high risk / clinically vulnerable, or who live with high risk / clinically vulnerable people) will be identified to their schools by HMS and HMS will plan with schools to support such tutors to work from home (e.g. delivering online teaching) if at all possible, or to seek alternative tutors for school placement as appropriate.</p> <p>Specific measures in place by schools Schools will begin to introduce pupils into school in larger numbers from September. Whole classes will form ‘bubbles’ in primary schools, and pupils will by and large remain in these bubbles all day, and will not mix with other pupils. In secondary schools, where it is not possible for pupils to remain with the same class/teacher all day, entire year groups will form bubbles and schools will implement ‘zoning’ measures. School arrival / dismissal / breaks and lunchtimes are likely to be staggered to minimise contact between pupils from different classes / year groups.</p> <p>Schools will need to support HMS tutors plan their timetables effectively around any new timings in the school day, including the tutors' own arrival / departure time to the school to avoid colliding with pupil arrivals. Tutors should expect schools to be proactive in communicating with them on such matters so that timetabling minimises risk. HMS must also be included in all communication and schools must be mindful not to alter tutors total number of hours - any increase in tutor time needed to accommodate school timetabling issues may incur an increased charge for tutor time.</p> <p>Movement of staff and pupils should be kept to a minimum in schools</p>		<p>must sign to confirm they have read, understood and agreed to implement the measures included.</p>		
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TRANSMISSION OF COVID-19 (working at various school premises)	HMS tutors / pupils / staff in host schools	H	<p>The DfE guidance clearly states that peripatetic instrumental tutors are allowed to work across multiple schools and multiple bubbles, with mitigations. HMS tutors must understand and follow guidance of the host school regarding visitors. This may vary slightly by school. This guidance should include but is not limited to the following:</p> <ul style="list-style-type: none"> ○ location of hand washing and sanitisation points ○ use of face coverings ○ signing in procedures ○ movement and routes around the school ○ use of toilet and staff room facilities ○ cleaning/sanitising products provided by the school for use in the music lessons <p>Moving between schools HMS tutors should always wash hands and wear masks and, where possible, gloves when moving between schools. Tutors are expected to have their own gloves and face coverings.</p> <p>HMS Tutors are encouraged to travel in a private vehicle, cycle or walk wherever possible. Where staff must use public transport they must ensure they are following TFL and government guidance. HMS tutors should check for any new parking adjustments near schools and should check for any changes to local public transport to and from schools, adjusting their route if necessary to avoid prolonged and non-vital contact with large groups. <i>Please note there have been significant changes to local road layouts and implementations of further 'school streets' which may impact journeys.</i></p>	M	<p>Schools should have hard copies of their own Risk Assessments available for HMS tutors upon arrival for their first session and/or should email electronic copies to tutors well in advance of their first booked session.</p> <p>Schools must also email copies of their Risk Assessments to HMS. HMS cannot authorise tutors to attend schools until they have received a copy of the school's Risk Assessment and have ensured that the document adequately accommodates Instrumental tutors / tuition.</p> <p>HMS tutors should be proactive in obtaining guidance from schools and ensure they understand what is expected.</p>	Music Service Managers, Schools and all HMS Tutors	

			<p>HMS tutors should take their own water bottles and refreshments to school and avoid use of staff room facilities and communal areas as far as possible to minimise contacts with adults.</p> <p>When moving around the school staff should keep distance from pupils and staff as much as they can - ideally 2 metres from other adults. Schools may require the use of face coverings for staff/visitors when in communal areas.</p> <p>Face coverings HMS tutors should comply with face covering procedures in their host schools for staff. They should ensure they use face coverings correctly and follow government guidance to avoid inadvertently increasing the risks of transmission. Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</p> <p>HMS tutors teaching small group instrumental/vocal lessons may wear face coverings when teaching if the host school requests it or where social distancing from pupils is challenging.</p> <p>Secondary schools may require pupils to wear face coverings during small-group or individual instrumental lessons for certain instruments. Where this is the case, HMS tutors should implement school guidance and ensure that pupils are following procedure.</p> <p>HMS tutors should not ask pupils to wear a face covering without prior consent from the school.</p>				
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			<p>HMS tutors teaching whole classes should not find it necessary to wear face coverings when teaching as other mitigation should be sufficient and the DfE advises against it.</p> <p>Visors Government guidance states that PPE is only necessary when 2 metre distance cannot be maintained with someone who has symptoms of COVID-19, or when providing intimate care. For this reason PPE is not necessary for HMS tutors in schools as they should not find themselves in these positions.</p> <p>However, due to HMS tutors coming into contact with multiple “bubbles” and high numbers of children, visors may be worn (at tutor/school discretion) to reduce risk of transmission through droplets.</p> <p>Examples of situations where HMS tutors may choose to wear a visor include:</p> <ul style="list-style-type: none"> ○ teaching larger groups / whole classes ○ teaching singing / wind / brass ○ for teachers who are at moderate risk or above <p>HMS tutors who wish to wear a visor while teaching must discuss this with HMS / their host schools so they are aware.</p>				
TRANSMISSION OF COVID-19 (handling/cleaning of specialist musical equipment and cleaning of teaching spaces)	HMS tutors / pupils / staff in host schools	H	<p>Instruments should be cleaned and disinfected prior to pupil allocation, and again after use. All cases should be wiped down with antibacterial/alcohol wipes. Schools should complete this task thoroughly prior to HMS tutor arrival, and should re-complete between each weekly visit. HMS tutors will be required to sanitise and clean during the course of their teaching day as appropriate. Schools must provide HMS tutors with the materials needed to do this.</p>	M	<p>Schools should provide HMS Tutors with adequate cleaning materials. If staff do not have adequate cleaning materials they should firstly ask a member of school staff for supplies. If this does not solve the problem and staff</p>	HMS Office, Schools and HMS Tutors	

		<p>HMS Tutors must wash / sanitise their hands between sessions.</p> <p>Instrument / equipment should not be shared wherever possible, especially if that instrument comes into contact with the mouth – any wind/brass instrument, microphones etc. Non-blown equipment may be shared between sessions, with cleaning taking place after each use as described above, e.g. piano/keyboard keys, steel pans and other percussion instruments including beaters, stringed instruments and their bows. HMS Tutors will need to make time to do this between lessons. The most sensible way to do this will be by shortening each lesson by 5 minutes.</p> <p>HMS Tutors should also expect to carry out some sanitisation of the general teaching space between lessons, e.g. door handles, surfaces. Schools will remain responsible for deep cleaning between sessions.</p> <p>In schools where tutors are required to collect pupils from classrooms this will be very challenging as the tutor will not have any 'pupil-free' time between lessons to sanitise the instruments / spaces. This model will also require a tutor moving extensively around the school, which is not advisable. Tutors should work with their schools to find alternative solutions as appropriate.</p> <p>Cleaning of PC or CD player for backing track or piano/keyboard should be wiped down prior to and after use. Only the tutor should be touching such devices, never the pupils.</p> <p>Teaching spaces should be well ventilated (windows should be open) and should be aired out as much as possible both during and between sessions.</p>		<p>do not have enough cleaning materials to teach safely, they should inform the HMS office and not continue teaching if it puts them or pupils at risk.</p>		
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<p>TRANSMISSION OF COVID-19 during small group instrumental/vocal lessons</p>	<p>HMS Tutors and Instrumental / Vocal pupils</p>	<p>H</p>	<p>HMS tutors are to establish a minimum distance of 2 metres between themselves and pupils. The number of pupils a tutor will be able to teach at once will be very much dictated by the size of the space they are allocated to use by a school. Many music practice rooms will be too small and therefore unsuitable for use. Schools must measure their teaching spaces carefully to calculate what safe group sizes.</p> <p>Schools will want to try to keep pupils in their bubble groups and not combine them for group lessons. HMS tutors will be fully accommodating of this and will adapt their teaching strategies as appropriate as the need for greater differentiation is likely under this model.</p> <p>While HMS tutors must always remain 2m from pupils, pupils from the same bubble attending the same session need only adhere to the minimum recommended distance from one another if they are learning non-blown instruments. When delivering Singing, Wind or Brass tuition, Music Mark recommends 2m distancing between pupils as a precaution / mitigation.</p> <p>Teaching rooms must be kept well ventilated - this is especially important for singing and blown instruments.</p> <p>School to provide deep cleaning to prepare the room each day. HMS tutors should undertake additional cleaning measures of contact surfaces /equipment between lessons and should clean their hands between lessons.</p> <p>There must be no physical contact between teachers and pupils. Teachers will rely on other methods to teach posture and hand positions etc.</p> <p>Where HMS tutors need to handle pupil instruments to adjust/tune, they should clean their hands before and after</p>	<p>M</p>	<p>Note: DfE 7th September 2020: <i>“Although singing and playing wind and brass instruments do not currently appear to represent a significantly higher risk than routine speaking and breathing at the same volume, there is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place.”</i></p> <p><i>“Additional mitigations, such as extended social distancing, were previously required for singing, and playing of wind and brass instruments given concerns that these were potentially higher risk activities. Department for Culture, Media and Sport (DCMS) has commissioned further scientific studies to be carried out to develop the scientific evidence on these activities, which has allowed the government to reconsider appropriate mitigations and further research is continuing.”</i></p>	<p>Music Service Managers, Schools and all HMS Tutors</p>	
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		<p>doing so. Disposable gloves are not advised as an alternative to hand hygiene and will not ordinarily be provided.</p> <p>Pupils and tutors should be arranged side to side and not directly facing each other.</p> <p>Movement of pupils within the teaching space should be kept to a minimum</p> <p>Each pupil should have their own music stand, and where they have books should use their own books. Multiple paper handouts should be avoided where possible, if unavoidable pupils should receive their own individual copies which they will keep together in a folder. Where possible tutors can also project music onto a screen.</p> <p>HMS Tutors should not seek to find pupils who do not attend as this will create unnecessary movement around the school, but should notify the school of any absences / keep their HMS registers as usual and make sure these are shared weekly with the school. Only pupils on the approved register should be taught.</p> <p>Pupil lesson times should be staggered for arrival and departure times to reduce contact and to allow HMS tutors time to clean surfaces between lessons.</p> <p>Pupils should wash / sanitise their hands before / after their lesson. While HMS tutors are not responsible for supervising them doing this, they should remind them when they arrive / leave that this should be done. It may be appropriate for tutors to dispense a squirt of sanitiser on entry and departure in such cases schools should ensure HMS tutors are provided with hand gels for their teaching space.</p> <p>See previous section regarding instrument sharing and cleaning.</p>		<p>HMS have shared Music Mark's Risk Assessment templates with all schools so that in addition to their general policy they can prepare bespoke documents with specific instrumental focus. HMS available to support schools use these templates and to discuss the guidance specifically in place to support the safe return of instrumental tutors to schools as needed.</p>		
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			<p>In addition to the above measures:</p> <p>Singing specific: Students sit or stand shoulder to shoulder with a distance of 2 meters between them. Singing will be undertaken quietly and any accompaniment provided for lessons will be controlled by the teacher at a suitably soft dynamic to allow for this.</p> <p>Blown instruments (Brass and Woodwind) specific: Students sit or stand shoulder to shoulder with a distance of 2 meters in between them. Position wind and brass players so that the air from their instruments does not blow into another player. Objects directly in the path of air flow (e.g. pencil cases on desks) should be moved before the lesson to avoid contamination and the need for cleaning. Instrument cases and accessories must be numbered clearly and traceable to individual students to mitigate risk of the instrument being used by a different student. Anti-bacterial wipes or spray should be used if there is accidental contact or if a student or teacher handles another student's instrument. Teachers should clean their hands before and after touching pupil's instruments if this is necessary. Pupils should rest their instrument on its case when they need to put it down. Water keys should not be vented directly onto the floor. Newspaper or paper towels can be used to soak up water. Players should dispose of their own at the end of the lesson and clean their hands.</p> <p>Drum kit / Steel Pan / Percussion specific: Pupils are instructed not to touch instrument surfaces. Where an instrument is accidentally touched it must be cleaned using antibacterial wipes or spray at the end of the lesson. Sticks should not be shared where at all possible -</p>				
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			<p>each pupil should have their own pair. Where sticks are accidentally or unavoidably shared they must be cleaned thoroughly using antibacterial wipes or spray between users and users should also clean their hands. In the case of steel pan beaters, different sets of beaters must be used for consecutive groups or before and cleaned after each session.</p> <p>Keyboard / Piano specific: Children sit shoulder to shoulder or back to back. Keyboards will be used by consecutive groups and will need to be cleaned between pupils. Unplug electronic keyboards before wiping with disinfectant wipes. Do not use spray directly on the keyboards. If using spray and paper towels, spray the liquid on to the paper towel and then wipe the keys and buttons. Throw away wipes/paper towels in a suitable bin. Clean your hands.</p> <p>String specific - tuning: If tuning cannot be done by pupils and adjustment is needed by HMS tutors, they should clean their hands before and after touching it. Tutors may find it useful to find different ways to achieve tuning of instruments before the session - e.g. pupils could leave their instruments to be tuned.</p>			
TRANSMISSION OF COVID-19 during larger group / whole class tuition	HMS tutors / pupils / staff in host schools	H	<p>Where HMS tutors are travelling between classrooms they should wash/sanitise hands and equipment (if used) between each room.</p> <p>The room should be well ventilated</p> <p>HMS tutors should distance themselves from other adults in the room and stand 2 metres from the front row of children.</p> <p>There should be no physical contact between teachers and pupils. Teachers must rely on other methods to teach posture and hand positions etc.</p>	M	<p>HMS have shared Music Mark's Risk Assessment templates with all schools so that in addition to their general policy they can prepare bespoke documents with specific instrumental / disciplinary focus.</p> <p>HMS available to support any schools use these templates and to discuss</p>	Schools and all HMS Tutors

		<p>Pupils should be arranged in accordance with the school's own risk assessment and the type of activities you are carrying out during the lesson. This may mean pupils must remain at their desks or if teaching in the hall they may need to be in a certain formation. Your school should advise tutors of their own procedures.</p> <p>Equipment/instruments should be used in accordance with the school's own risk assessment and the bubble groupings in place.</p> <p>Pupils will not share any instruments during a lesson</p> <p>Teachers should use displays rather than written music on paper wherever possible. Where pupils need paper scores, they should keep their own and not share. Where music stands are used they should be cleaned between users or not touched by pupils.</p> <p>Activity can only take place if it is safe to do so (suitable space, suitable number of students for the size of space, well ventilated). While the DfE guidance no longer mentions a maximum number of 15 for musical group activity, distancing between pupils is still recommended by Music Mark for singing, woodwind and brass activity (2m) even within bubbles, space permitting. Whole class singing in a well-ventilated school hall, for example, would work well.</p> <p>In addition to the above measures:</p> <p>Ukulele and Violin specific Instruments should be tuned at the start of the lesson by the tutor. Staff should clean their hands before touching the instruments and when they have finished. Where it is necessary to tune instruments during the lesson, staff should clean their hands between each instrument.</p>		<p>the guidance specifically in place to support the safe return of instrumental tutors to schools, and of practical music-making to the classroom.</p>		
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Singing, Woodwind and Brass specific

The circumstances under which pupils may sing or play blown instruments in whole class music lessons should be determined by each school according to their risk assessment.

Singing, woodwind and brass playing can take place in class bubbles with the following mitigations:

- Any singing should be **quiet and controlled** - Pupils should not be encouraged to sing or chant loudly, or to shout to reduce bioaerosols
- Any backing tracks or accompanying music should be kept to levels which do not encourage staff or pupils to raise their voices unduly to be heard.
- Not insisting on clear consonants: extremes of diction (particularly plosives) generate higher volumes of bioaerosols
- The room should be **sufficiently ventilated** for the number of people in the room
- Pupils should be positioned **back-to-back or side-to-side** when playing or singing (rather than face-to-face) whenever possible (2m distancing).
- Lessons could take place **outdoors** to further reduce risk.
- Sing/play for **shorter periods of time**
- Ask individuals or small groups to **sing or play alone** where a piece needs to be repeated for musical/ educational reasons
- **Humming** is safe
- The class teacher should distance 2 from the class where possible.
- The HMS tutor, if standing at the front of the class with all children facing them should stand at least 2 meters from the front row of children. In addition,

			<p>they may choose to wear a visor and/or stand to the side of the pupils so they are not directly in front of them when singing and playing to further minimise the risk from droplets.</p> <ul style="list-style-type: none"> ➤ Position wind and brass players so that the air from their instrument does not blow into another player. ➤ Players should be discouraged from lifting their bells high as water can run back down into the player's mouth ➤ Bell covers on brass instruments may be used to further reduce risk of aerosol accumulation ➤ Water keys should not be vented directly onto the floor. Newspaper or paper towels can be used to soak up water. Players should dispose of their own at the end of the lesson and clean their hands. <p>iPad – tech uses in lessons One pupil to a workstation or iPad. If help is needed, the pupil will step away from the workstation or put the iPad down to allow the teacher to use it. Cleaning and disinfecting with antibacterial/alcohol wipes prior to and after use.</p> <p>HMS Tutors should demonstrate from their own device.</p>				
TRANSMISSION OF COVID-19 during teaching of Choirs & Ensembles	HMS tutors / pupils / staff in host schools	H	Any extra-curricular activity falls under OOSS guidance, which is slightly different from DfE guidance. This would, for example, apply to an after-school club just for children at a particular school. There is some ambiguity over whether it would also apply to lunch-time clubs (i.e. that take place during the school day). Meaning that depending on whether you hold your choir/ensemble rehearsal at lunchtime or after-school it could potentially fall under a different set of guidance. Music Mark is currently lobbying the DfE for clarification on this and various other discrepancies between different sets of guidance.	M	HMS available to support any schools to understand the particularly complex guidance surrounding the safe re-establishment of school ensembles and choirs.	Music Service Managers, Schools and all HMS Tutors	



		<p>HMS would recommend schools take a pragmatic and sensible approach. Two significant differences in the OOSS guidance are that the maximum number of 15 in any group and minimum social distancing of 2m between all players/singers must apply (this maximum number of 15 does NOT apply to in-class music-making / instrumental tuition (which falls under DfE guidance) and distancing is only recommended as a mitigation for groups singing or playing woodwind / brass instruments. However, the OOSS guidance also states that bubbles CAN be mixed for out of school activity.</p> <p>HMS appreciates that while schools are working so hard to establish their own in-school COVID-safe bubble models, to advocate a two-tier system where the bubble model is broken to accommodate after school ensemble rehearsals alongside the daytime bubble model will be challenging for pupils, parents and staff alike. The most sensible approach would therefore be to apply mitigations from both sets of guidance. Extra-curricular ensembles / choirs should therefore not exceed 15 in number (though more than one group of 15 can rehearse in the same space, if it is large enough), and all players / singers should be distanced (2m), and where possible the bubble model should continue to be upheld. This will mean schools redesigning their offer, running their choirs and instrumental ensembles by year group. An example offer could be a Yr4 percussion ensemble, a Yr5/6 mixed ensemble that rehearses a mixture of instruments each week by year group, a selection of year group choirs, that could perhaps be alternated each week, or on a half-termly rota, so no year groups have to miss out completely. Schools can of course also consider running their after-school choirs / ensembles online, and/or they can refer their players/singers to the already established HMS online ensembles (choirs, orchestras, jazz groups, special projects)</p>				
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			<p>Additional mitigations should include:</p> <p>Players must be one to a stand and music should not be shared.</p> <p>Shared instruments (percussion and keyboards) should be cleaned appropriately with alcohol wipes prior to and after use.</p> <p>Instruments should not be shared between staff or pupils e.g. pupils maintaining their own instruments.</p> <p>The space must be well ventilated (or outdoors).</p> <p>Rehearsals should be a maximum of 40 mins.</p> <p>Handouts should not be given out but digital solutions such as projecting should be used where possible.</p> <p>Movement within the rehearsal space should be kept to a minimum</p> <p>Choirs Choirs in schools are therefore able to take place with the following mitigations:</p> <ul style="list-style-type: none"> ➤ The room must be well ventilated ➤ Singers should be positioned facing the front, 2m apart ➤ Rehearsals should not be longer than 40 minutes and the room should be emptied and ventilated following the rehearsal (Music Mark additional recommendation). ➤ Schools should decide how many children are able to take part in the choir based on the size of the room and the ability to ventilate it sufficiently. 				
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			<ul style="list-style-type: none"> ➤ If choir is taking place after school the OOSS guidance states the maximum number should be 15, but that more than one group of 15 can rehearse in the same space. So e.g. 2 different choirs of 15 children each could both rehearse in a large hall. Staffing should reflect the fact that there are two groups (not one large group). ➤ Those directing or accompanying the choir should stand at least 2 metres away from the front row. A visor may be worn to further mitigate risk from droplets. ➤ Schools will decided which children may take part in choirs and will do this in relation to their policy on “bubbles” <p>Ensembles including Woodwind and Brass Instruments Ensembles including wind and brass players are able to take place with the following mitigations:</p> <ul style="list-style-type: none"> ➤ The room must be well ventilated ➤ Players should be positioned facing the front, 2m apart ➤ Position players so that the air from their instrument does not blow into another player ➤ Rehearsals should not be longer than 40 minutes and the room should be emptied and ventilated following the rehearsal ➤ Schools should decide how many children are able to take part in the ensemble based on the size of the room and the ability to ventilate it sufficiently. ➤ If the Ensemble is taking place after school the OOSS guidance states the maximum number should be 15, but that more than one group of 15 can rehearse in the same space. So e.g. 2 different groups of 15 children each could both rehearse in a large hall. Staffing should reflect the fact that there are two groups (not one large group). 				
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			<ul style="list-style-type: none"> ➤ Those directing or accompanying the ensemble should stand at least 2 metres away from the front row. ➤ Schools will decided which children may take part in ensembles and will do this in relation to their policy on “bubbles” <p>Ensembles with no Singing or Blown Instruments Since there is no increased risk from aerosol transmission with non-blown instruments, ensembles should be able to continue in line with the school’s own risk assessment. This will likely affect formation, grouping, length of session, number of children allowed, distancing measures and equipment used.</p> <p>Where it is necessary to tune instruments, staff should clean their hands between each instrument. Staff may find other ways to achieve tuning of instruments before the session - e.g. pupils could leave their instruments to be tuned.</p>				
TRANSMISSION OF COVID-19 during performances			<p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</p> <p>This section will be updated when required.</p>				
TRANSMISSION OF COVID-19 - HMS tutor with symptoms / potential exposure to symptoms / suspected or confirmed case	HMS staff, school employees, parents, pupils and the general public		<p>Measures to take when staff or pupils arrive at school unwell or become unwell whilst in school</p> <p>If an HMS tutor develops symptoms of coronavirus during the work day, for example:</p> <ul style="list-style-type: none"> ➤ a new continuous cough ➤ a high temperature ➤ a loss of, or change in, your normal sense of taste or smell (anosmia) <p>they must inform the host school office and HMS office and leave the workplace immediately, following host school</p>			HMS Office, Schools and all HMS Tutors	

		<p>procedures. HMS tutors should then follow the government guidance and engage with the Test and Trace procedures.</p> <p>If an HMS tutor suspects they have been exposed to coronavirus, DO NOT go to a GP surgery, pharmacy or hospital. Instead, Call 111 and follow their instructions. If there is a chance a tutor could have coronavirus or has been in close contact with someone who has, they may be asked to self-isolate for up to 14 days. Stay at home. Do not go to public places or work. Do not use public transport or taxis. Ask family or friends to shop or do errands for you or use a delivery service. Do dissuade others from visiting you. Tutors can access the NHS self-isolation advice website for more information.</p> <p>HMS Tutors must inform the HMS office what they have been advised to do by the NHS. In the event of a positive case, the local health protection team will be contacted and their advice followed. HMS will also inform all appropriate schools.</p> <p>Should a child fall unwell / develop symptoms during their music lesson, HMS tutors must inform the school office immediately. The school will take up the responsibility of looking after the unwell pupil until they can be collected. HMS tutors must be especially vigilant around distancing with any pupils / members of school staff displaying any symptoms / feeling unwell.</p>				
<p>TRANSMISSION OF COVID-19 - HMS staff not following guidance / engaging in unsafe practice</p>	<p>HMS staff / pupils / staff in host school</p>	<p>All staff will receive training and information at the full staff meeting. A register will be taken of all staff who have attended. Any staff unable to attend must watch a recording of the training and indicate they have done so on a survey.</p>		<p>HMS staff found to be acting unsafely or not following the guidance in this risk assessment will be subject to disciplinary procedures.</p>	<p>HMS Staff</p>	

			<p>Staff will receive a copy of this risk assessment and sign to confirm they have read, understood and agreed to implement the measures included.</p> <p>HMS staff must agree to engage with Test and Trace and isolate if advised to do so.</p> <p>HMS staff are responsible for ensuring they have received information from their schools regarding safe working practices. This information from schools should be used in conjunction with this risk assessment.</p> <p>If staff are at all concerned or have any questions regarding Covid-safe working practices, they should contact one of the Music Service Managers.</p> <p>Staff engage in polite professional challenge of anyone not maintaining protective protocols. Where this is not effective, staff refer this to a senior member of staff to intervene on their behalf, and report to HMS.</p>				
Collection and delivery of instruments	HMS Staff / School Staff	M	<p>Any vehicle used should be well ventilated</p> <p>Instruments should be collected in advance of any activities. All cases should be wiped down and stored for a minimum of five days upon their arrival at the school. Where possible and safe have single workers load or unload vehicles.</p> <p>Social distancing guidance should be followed when collecting or delivering instruments.</p> <p>If possible non-contact delivery should take place.</p> <p>Hand washing or the use of hand sanitizer should take place regularly.</p> <p>Delivery should be planned to avoid high congestion times.</p> <p>Gloves and masks should be worn.</p>	L		HMS Office, Schools	

Risk Ratings	Example impact (Including but not limited to)
High	Likely to happen and likely to result in the fatality of one or more individuals. Potential for a frequently occurring serious and life threatening injury
Medium	Unlikely to happen but if it did it would certainly result in at least minor illness, injury or equipment damage. Could occasionally result in a serious injury, illness or equipment damage. Although rarely, could result in death or serious and life threatening injuries.
Low	Unlikely to occur but if it does it is likely to result in minor illness, injury or equipment damage and could, but is unlikely to, result in a significant injury, illness or equipment damage with over 3 days absence

