



Waltham Forest Music Service

Covid-19 Supplementary Risk Assessment

Peripatetic vocal / Instrumental tuition / WCET

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This risk assessment has been based on guidance available to 4th September 2020 with specific reference to:

DfE Guidance 28.8.20. <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#music-dance-and-drama-in-school>

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

ISM Guidance https://www.ism.org/images/files/ISM-Literature-Review_July-2020_FINAL.pdf

Sing Up – “Back to School, Back to Singing - <https://www.singup.org/blog/article/1434-back-to-school-back-to-singing/?fbclid=IwAR1NSMXvbQnXyVwfZe51gra52rpjXf0msohsATSyXj1q-YSq5xxQl3uoHlg>

This document is to be used alongside any school authored risk assessment and guidance.

Waltham Forest Music Service - Covid-19 Supplementary Control Measures

	Hazard	Who is at risk?	Control measures	Who is responsible?
1	Airborne transmission	Students and tutor	Social Distancing	
			Accommodation - Teaching rooms should be large enough to maintain social distance of a minimum 2m between tutor and student. NB. A room size of approx. 4m ² /person allows for comfortable social distancing when people remain static. Allowance should also be made for a 2 metre distance to be maintained when people move into and out of the space.	School
			If the room needs to be rearranged to facilitate social distancing, tutors should make arrangements with the school and should not move furniture, instruments etc on their own initiative.	WFMS Tutor School
			WFMS staff must discuss accommodation requirements with their schools before work can commence. Any concerns on the location of the peripatetic lessons must be raised with the Head of Service.	WFMS Tutor
			Lesson change overs must be managed so that arriving students are not crossing over with those finishing their lesson and to allow for any cleaning to take place.	School
			Where a suitable teaching space cannot be found, consideration may be given to a digital solution at the discretion of the Head of Music Service Suitable and if the school SLT, music lead and pupil parents are amenable.	School/WFMS

	Group instrumental lessons should only take place if participating students are from the same 'bubble'.	School
	Tutor-pupil positioning in the room. Where possible working face -to face is to be avoided. Pupils ideally would work side to side.	WFMS Tutor

2	Airborne transmission	Students and tutor	Ventilation	
			<p>Gentle through-ventilation is preferred. Where possible windows and doors should be left open.</p> <p>Rooms without windows should not be used.</p> <p>Fans that recirculate stale air should not be used.</p> <p>Staggered Instrumental lesson times which allow for the room to be aired for a short time between students are recommended.</p> <p>Digital solutions could potentially be offered (see above).</p> <p>Fire doors must not be propped open</p> <p>Air conditioning should be operating on a maximum fresh air flow where installed.</p> <p><i>NB. Where AC/heating systems are used to regulate temperature, peripatetic staff should understand the use of these systems to ensure air recirculation is minimised. Where there is doubt as to whether the system recycles air or filters it, A.C. units should NOT be used.</i></p>	School and WFMS tutor

3	Airborne transmission	Students and tutor	Duration	
			Lessons may need to be shortened or split for older, more advanced players in smaller rooms or with poor ventilation.	School music lead and WFMS tutor
			Tutors should allow a short time at the beginning of each lesson to wipe equipment and surfaces before admitting the arriving student.	WFMS tutor
4	Surface transmission	Students and tutor	Cleaning of Surfaces, Equipment and Instruments	
			Music equipment and resources should be cleaned frequently and meticulously and always between lessons with different 'bubbles' or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.	WFMS tutor and school music lead
			Host schools should provide cleaning equipment – hand sanitiser, disposable gloves, paper towels and antiviral cleaning wipes/spray/liquid. NB. Hot soapy water is as effective as disinfectant wipes. However, alcohol wipes and antiviral spray will be more time efficient.	School
			Teachers must familiarise themselves with infection control procedure at individual schools.	School music lead and/or WFMS tutor

	<p>Cleaning of surfaces, stands and instruments must take place between pupils.</p> <p>All WFMS staff are advised to carry hand sanitiser and wipes</p> <p>Regular handwashing is required for all staff.</p> <p>Hand sanitiser must be available in each teaching room. Students should be encouraged to sanitize their hands upon arrival to the lesson. Tutors should sanitise hands between students.</p> <p>A rubbish bin should be available in each teaching room for the safe disposal of used cleaning materials (paper towels, wipes) gloves.</p>	
	<p>Computers – Peripatetic tutors should confirm in advance permission to use shared classroom computers in their teaching. Hand sanitiser should be used before and after touching computer keyboard or mouse. Gently wipe keyboard, mouse and desktop with alcohol wipe before and after use.</p>	WFMS tutor

5	Students and tutor	<u>Instrument Specific Considerations</u>	WFMS tutor and school
		<p>Singing is permissible for short periods within 'bubbles'. High volumes and use of plosive consonants are to be avoided where possible.</p> <p>See Guidance:https://www.singup.org/blog/article/1434-back-to-school-back-to-singing/?fbclid=IwAR1NSMXvbQnXyVwfZe51gra52rpjXf0msohsATSyXj1q-YSq5xxQl3uoHlg</p>	WFMS tutor

	<p>Wind blown instruments are permissible if social distancing and ventilation measures are in place. Players should be discouraged from holding their bell high as droplets may fall back into the mouth.</p> <p>Flutes generate two air streams, to the front and the side.</p> <p>Water Keys - Newspaper, paper towels (or anti-bacterial paper) or pots containing detergent should be provided for venting of water keys and players should remove and dispose of their own at the end of the lesson. Any excess particles on the floor must be cleaned by the student who distributed them.</p> <p>Flute: At least 2m from the end of the instrument and from the mouthpiece</p> <p>Saxophone, Bass clarinet and Brass: At least 3m from the Bell</p> <p>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. These should be changed through the lesson as necessary and disposed of in a lidded bin. This should be in place if the instrument will release condensation through the session. If the instrument is not being played for longer than 15 minutes in total this may not be necessary.</p> <p>Sharing mouth pieces on blown instruments is not considered safe and sharing instruments is strongly discouraged.</p> <p>If instruments are to be shared, all pupils must have their own mouthpiece. Reeds can never be shared. The only exception is plastic recorders which can be cleaned in the top rack of a dishwasher between uses, although an instrument per child is still preferable.</p> <p>If instruments are stored together after the lesson they should be labelled to ensure that instruments/mouthpieces are returned to the correct player.</p>	
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	<p>Recorders should not be stored in boxes where the mouth pieces can touch unless they are in cases or have been cleaned in a dishwasher.</p> <p>Teachers/tutors must not play on students' instruments, even to diagnose a problem.</p> <p>Pupils should assemble and pack away their own instrument, cleaning it with a cloth that is either stored in the case with the instrument or disposable. If cloths are disposable, they should be disposed of in a lidded bin.</p>	
	<p>Drum kits and amplifiers/PA/technology/cables - all shared equipment must be cleaned with antiviral wipes or cleaning fluid between uses.</p>	
	<p>Minor repairs and instrument tuning can be carried out by the tutor on the condition that disposable gloves are worn, or hands are sanitised before and after touching the student's instrument.</p>	WFMS Tutor

6	Staff and Student Health		
	<p>WFMS staff should be feeling well before commencing teaching in an educational establishment.</p> <p>Where staff members are presenting symptoms, or any members of their family are self-isolating, they should not attend any school settings and the Head of Music Service should be immediately informed.</p> <p>Underlying health issues must be discussed with Head of Service. If a member of your family is showing symptoms of Covid-19 this will also mean that you are unable to work.</p>		WFMS Tutor

	<p>In school visits will be limited to those that are essential and that cannot be delivered in any other way with visitor numbers restricted to one person (unless a Safeguarding issue).</p> <p>Staff with underlying health issues must inform WMS Head of Service as to the risk of them becoming unwell from their normal work.</p> <p>WFMS Staff members who are pregnant should contact Music Service for a specific assessment using the New and Expectant Mothers assessment process and specific COVID-19 Guidance.</p> <p>Managers are aware of and will support BAME employees who have increased anxiety and keep all employees up to date with ongoing PHE advice.</p> <p>Staff who have been asked to shield or falls into this category must not work and should make this known to the Head of Service</p> <p>Teachers must familiarise themselves with infection control procedure at individual schools.</p> <p>Social distancing measures must be observed at all times.</p> <p>Staff should wash hands thoroughly upon entering and exiting the school and if you are in a school for a considerable amount of time, at regular intervals throughout the day</p> <p>If a young person is showing any signs of COVID-19 this must be reported straight away within the setting and the Head of Music Service must also be informed</p>	
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7	Protocols whilst in schools	Ensuring safety of staff members at all times while working in multiple school settings.	
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	WFMS management will work with individual settings to ensure that all arrangements meet with the standards that are required, where they do not, further action will be taken to rectify this on a case by case basis.	WFMS
	Staff must not shake hands or make physical contact at any time with any colleagues or pupils within school settings.	WFMS tutor
	WFMS staff members should carry alcohol wipes, hand sanitiser and disposable gloves to ensure they are able to observe hygiene recommendations when carrying out their work.	WFMS tutor
	Staff members should carry their own pen in the event of having to sign into a visitor book once on-site.	WFMS tutor

8	Arrangements with Schools	
	WFMS will work with schools to ensure that social distancing and other safety measures can be observed at all times.	WFMS and School
	Staff members must utilise any additional hygiene measures that are in place in individual settings e.g. hand sanitiser.	WFMS tutor
	Staff must endeavour to observe a 2 metre distance at all times whilst on school premises.	WFMS tutor
	Where possible, staff members should walk or cycle to work. Staff members will be advised to wash their hands before and after using any form of public transport services.	WFMS tutor

	Host schools to provide cleaning equipment – hand sanitiser, disposable gloves, paper towels and antiviral cleaning spray/liquid.	School
9	Whole Class Tuition(WCET)	
	<p>Music leads at schools ordering WCET should discuss safety measures with WFMS and draw up specific arrangements before teaching commences.</p> <p>General musicianship programmes of study can be offered in lieu of instrumental activities during autumn term 2020 where there are challenges in meeting safety requirements.</p> <p>Woodwind and Brass – All available guidance advises strongly against sharing of mouth blown instruments. There will be no whole class brass teaching in the Autumn term 2020 (policy to be reviewed in December/January). For flute, fife and recorder WCET classes, and where possible, arrangements will be made to ensure all students are issued with an instrument. Tutors and WFMS to liaise with schools to facilitate this on a case by case basis.</p> <p>Before any session, tutors and pupils must wash their hands with soap and water. Ideally, instruments will be distributed by tutors and teachers before the session. At the end of the session, instruments should be collected in the same way as distributed. Teachers and tutors should wash their hands immediately if they have collected the instruments. After collection, instruments should be cleaned before being used by another group.</p> <p>15 minute cleaning time should be allowed for ukuleles/guitars/drums between groups. Specific arrangements for cleaning/washing of other shared instruments should be with school music lead/SLT.</p>	WFMS and School

Advice on specific instruments, room layout and cleaning equipment is in the *Music Unlocked* Providers' document [here](#).

