

Risk Assessments for: Hampshire Music Service delivering provision in school
Date: Updated on 1 March 2021
Updated: will continue to be updated as guidance changes

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Sources: WHO, NHS, HCC, DfE, MU, MIA

Note: Measures for music service staff should run in line with current school risk assessment

What are the hazards?	Who might be harmed/how?	Risk rating without controls	Current control measures	Risk Rating with control measures	Are risks adequately controlled for work to go ahead, or will further control measures be required? (Detail any additional measures)	Action required by whom	Date action required by
<p>1.STAFFING</p> <p>Direct transmission of COVID -19 virus</p> <p>from being in close proximity to people with the virus. i.e. person to person transmission (hand to hand, hand to mouth, hand to body) etc.</p>	<p>Music Service staff, School employees, pupils, parents and the general public.</p>	H	<p>General Measures</p> <p>Music Service staff are advised to follow NHS guidance on coronavirus (COVID-19) Covid-19-guidance-for-employees</p> <p>Music Service SLT team is advised to follow the NHS guidance for employers and businesses on coronavirus (COVID-19) Covid-19 Guidance to-employers and Covid-19 Guidance for schools</p> <p>Specific measures in place by schools</p> <p>Numbers of pupils and size of groups are being limited to control the potential for virus spread.</p> <ul style="list-style-type: none"> Schools are fully reopening from 8 March The number of pupils per class (bubble) will be different from school to school and from phase to phase. Staff will 	M /L	<p>Leaders should regularly refer to latest guidance: https://www.gov.uk/coronavirus</p> <p>Leaders will regularly monitor new measures being introduced by government and individual schools, to mitigate and manage risks.</p>	Music Service leaders	1 March 2021 and ongoing

			<p>check with each setting as to the specific strategy.</p> <p>Specific measures in place by HMS</p> <ul style="list-style-type: none"> • HMS staff are supported by DfE guidance about peripatetic staff being able to return to teach in schools from 8 March 2021. • Vulnerable staff must take account of all guidance relating to their specific circumstances and discuss any issues with their Team Leader/SLT link person as soon as possible. • Employees are encouraged to discuss any issues/problems they may have with their line manager and be aware of the HCC Health Assured services. • HMS Staff are asked to not touch or shake hands with other people. • HMS staff should wash their hands before and after each visit/journey. • HMS staff must comply with school access/one-way systems/signing in etc. • HMS staff will ask to be adopted by a school so that they can be included in the Lateral Flow Device testing programme. They will log results twice a week and alert the school and HMS if a positive test is recorded, or if two tests are void. In these cases the teacher will self isolate immediately and seek a PCR test. • HMS Staff are advised to only physically meet with school staff/parents if they are satisfied that doing so is consistent with prevailing government 	<p>Guidance for managers, on both physical and emotional health will be sought from internal HR/OHU department or the Corporate Health and Safety team.</p> <p>Hand sanitizer should be available in schools for all visitors.</p> <p>HMS will also supply all HMS teachers with hand sanitizer.</p> <p>Anti-bacterial wipes should be available in schools for HMS staff to use.</p> <p>HMS will also supply all HMS teachers with anti-bacterial wipes.</p> <p>HMS will supply brass teachers with an instrument bell cover.</p> <p>HMS will provide a portable transparent screen for staff who consider this appropriate to their specific circumstances.</p>	<p>Music teachers and team leaders</p>	<p>1 March</p>
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<p>2.CHILDREN Whole-class</p>		<p>advice.</p> <ul style="list-style-type: none"> • Where possible contact with parents can be is conducted remotely, via work emails, telephone or video link. <p>General expectations for teaching groups</p> <ul style="list-style-type: none"> • Children will be taught in class bubbles, as per government guidance. • DfE guidance for mixing bubbles will be adhered to for specialist teaching and extra-curricular activities. This will take the form of small consistent groups. • Musicmaking can take place outside where appropriate. • Inside, good ventilation is important, and doors and windows can be left open to aid this. • Movement of HMS staff and pupils between classes should be kept to a minimum in schools. • At present, school ensemble work is not possible. At an appropriate point in the roadmap singing and blown instruments can happen in groups of up to 15. Previous DfE guidance for after school clubs says that multiple bubbles of 15 can work in the same space, as long as appropriate risk measures are in place. This will resume when guidance allows it. 	<p>If two-metre social distancing isn't possible, staff and pupils should avoid sitting directly opposite each other. Back-to-back or side-to-side working should take place whenever possible.</p>		<p>From 1 March and ongoing</p>
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- Advice is for short sessions of gentle singing, without explosive consonants. Humming is acceptable.

Expectations to be made clear and reinforced with reminders at the start of each Class session:

- Staff and children should be reminded about social distancing by HMS and school staff before commencing work and during activities.
- a minimum distance of two metres between the pupils and teacher is required.
- Movement in the class should be kept to a minimum.
- Instruments should not be shared across bubbles unless there is 72 hours between use, or cleaning with anti-bacterial wipes has taken place. Schools may wish for equipment not to be shared within bubbles.
- Staff are asked to not touch or shake hands with pupils or school staff.
- Regular hand washing should take place. For children this will be directed and supervised by school staff.
- If an HMS teacher works with multiple groups, if at all possible the staff member should move to the classes not pupils to classes to reduce risk where possible. It may be though that the Headteacher will set up a large teaching space, such as the hall, for

From1
March and
ongoing.

**SMALL GROUP
AND INDIVIDUALS**

music lessons. In this case the school would probably ask for class bubbles to move to the teacher and then back to classrooms. If this is the case then it would be advisable for children to bring their own class chair to save any cleaning of the floor space (where children sit) between the teaching of different class bubbles.

- Small group and individual music lessons can take place in a well-ventilated room. Groupings for Instrumental lessons will either be in year group bubbles, ability groups or individual lessons.
- Two metres should be kept between music staff and pupils.
- If children are withdrawn from bubbles for music lessons they should be supervised by school staff. HMS teachers will not be able to find children who do not turn up to lessons. Movement of pupils and space sharing should be kept to a minimum.
- Instruments should be put together and taken apart outside the teaching room so that only one group of pupils is in the room at one time.
- If space sharing is unavoidable areas should be cleaned and wiped down between sessions.
- Spaces should be ventilated as much as possible both during and between sessions.
- HMS staff should inform school staff immediately if they or a child becomes

			<p>unwell during a session. HMS staff will ask for the protocol of dealing with a child who becomes unwell during their lesson.</p> <ul style="list-style-type: none"> • If a member of staff becomes unwell or is exposed to a child who is unwell they should inform the HMS office. They will be asked to follow prevailing Public Health advice as required. HMS will share information with other schools visited as appropriate. 				
ENSEMBLES			<p>General expectations are:</p> <ul style="list-style-type: none"> • It is advisable that staff wash hands when moving between schools. • Hand washing or the use of hand sanitizer should take place regularly. • No instruments should be shared between staff or pupils and none without wiping down. • Wind instruments must not be shared. • Microphones should not be shared. • Handouts should not be given out and handed back in for other pupils to use. • Equipment should be cleaned with antibacterial wipes in between use by different pupils. Where equipment is not being used for a period of 72 hours (3 days) - e.g. weekly use of an instrument set – this would be safe to use whether wiped or not. • If possible students should be allocated specific instruments (e.g. a ukulele) so they simply have the same one every 		Digital solutions such as projecting should be used.		
EQUIPMENT							

			<p>week. These could be stored with their other "own use" classroom equipment</p> <ul style="list-style-type: none"> • It is advisable that clothing worn when teaching is washed the same day. <p>When collecting or delivering instruments to school locations:</p> <ul style="list-style-type: none"> • Vans should be well ventilated • Where possible and safe, single workers to load or unload vehicles. • Delivery should be planned to avoid high congestion times. • Social distancing guidance should be followed when collecting or delivering instruments. • If possible, non-contact delivery should take place. • Instruments should be delivered in advance of any activities. All cases should be wiped down and stored for a minimum of five days. • Instruments should be cleaned and disinfected prior to pupil allocation. All instrument cases should be wiped down with alcohol wipes. 			
Irritant Contact Dermatitis	<p>Staff</p> <p>Exposure through excessive hand washing.</p>	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>Staff</p> <p>1 March and ongoing</p>

Ignition of alcohol-based hand sanitiser	Staff 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 sanitisers are available, to make sure all liquid is evaporated before touching any surfaces.	L		Staff 1 March and ongoing