# **Waltham Forest Music Service - March 2021**

# **Covid-19 Supplementary Risk Assessment School Visits After School Re-Opening March 8th 2021**

**Peripatetic vocal / Instrumental tuition / WCET**

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| **Consultees:** | **M. Mycroft** | | |
| **Version:** | **1** | | |
| **Date of assessment:** | **25.02.21.** | **Review date (max 1 yr):** | **19.4.21.** |

This risk assessment has been based on guidance available to 22.2.21.

DfE Guidance 22.2.21. <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

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

[“Music Unlocked – England Supplement 8th Jan 21”.](https://www.musicmark.org.uk/wp-content/uploads/England-Supplement-08Jan21.pdf)

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

# Summary

# The assessment of risk and the recommended control measures set out in this document are broadly similar to those set out in previous iterations with the addition of a recommendation that any member of staff visiting schools should take twice-weekly Covid-19 test during the period 8.3.21. to 2.4.21.

# Waltham Forest Music Service also follows guidance set out in Music Mark’s ‘Music Unlocked – Guidance for Providers’ and notes in particular emphasis on social distancing and ventilation in the updated [“Music Unlocked – England Supplement 8th Jan 21”.](https://www.musicmark.org.uk/wp-content/uploads/England-Supplement-08Jan21.pdf)

This document also assumes compliance with Department of Health and Social Care and Public Health England’s **System of Controls** summarised below.

**Prevention**

You must always:

1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.

2) Ensure face coverings are used in recommended circumstances.

3) Ensure everyone is advised to clean their hands thoroughly and more often than usual. 8

4) Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach.

5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.

6) Consider how to minimise contact across the site and maintain social distancing wherever possible.

7) Keep occupied spaces well ventilated. In specific circumstances:

8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.

9) Promote and engage in asymptomatic testing, where available.

**Response to any infection**

You must always:

10) Promote and engage with the NHS Test and Trace process.

11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.

12) Contain any outbreak by following local health protection team advice.

# Waltham Forest Music Service - Covid-19 Supplementary Control Measures

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|  | **Hazard** | **Who is at risk?** | **Control measures** | **Who is responsible?** |
| 1 | **WFMS Staff carrying virus into school** | **School pupils and staff** | **Coronavirus (covid-19) Asymptomatic Testing** |  |
|  | | | All WFMS staff visiting schools during the period 8th March 2021 to 2nd April 2021 should take twice weekly Lateral Flow Device (LFD) in accordance with DfE recommendations for primary and secondary school teachers.  In the first instance, WFMS staff will seek to be provided with LFD home testing kits by the schools in which they are working. Where this is not possible, staff will use community LFD rapid testing sites.  Tutors should communicate plans to take these tests to their line manager.  Tutors should communicate test results to their line manager and to schools in which they are working.  The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they have recently had a negative LFD test result), should still self-isolate immediately according to government guidelines.  Those with symptoms are also expected to order a test online or visit a test sire to take a polymerase chain reaction (PCR) test to check if they have the virus. | WFMS tutor/School |

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|  | **Hazard** | **Who is at risk?** | **Control measures** | **Who is responsible?** |
| **2** | **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/s. | 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. Working face to face is to be avoided. Pupils ideally would work side to side. | WFMS Tutor |

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| 3 | **Airborne transmission** | **Students and tutor** | **Face Coverings – updated Feb 2021** |  |
|  | | | In primary schools, it is recommended that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). *Children in primary school do not need to wear a face covering.*  In secondary schools, it is recommended that face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.  In addition, it is now also recommended in those schools, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. Tutors of non-wind blown instruments may wish to consider this as an additional control measure during lessons. | WFMS tutor |
| WFMS staff should refer to school risk assessments and regulations regarding the safe wearing and removal of face coverings. | School and WFMS tutor |

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| 4 | **Airborne transmission** | **Students and tutor** | **Ventilation** |  |
|  | | | Gentle through-ventilation is preferred. Where possible windows and doors should be left open.  Rooms without windows should **not** be used.  Fans that recirculate stale air should **not** be used.  Staggered Instrumental lesson times which allow for the room to be aired for a short time between students are recommended.  Digital solutions can potentially be offered (see above).  Fire doors must not be propped open  Air conditioning should be operating on a maximum fresh air flow where installed.  *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.* | School and WFMS tutor |

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| 5 | **Airborne transmission** | **Students and tutor** | **Duration** |  |
|  | | | Lessons may need to be shortened or split where additional space/time needed to facilitate all H+S guidance | School music lead and WFMS tutor |
| Tutors should allow time at the beginning of each lesson to wipe equipment and surfaces before admitting the arriving student/s. | WFMS tutor |

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| 6 | **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.  Cleaning of surfaces, stands and instruments must take place between pupils.  All WFMS staff are advised to carry hand sanitiser and wipes  Regular handwashing is required for all staff.  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.  A rubbish bin should be available in each teaching room for the safe disposal of used cleaning materials (paper towels, wipes) gloves. | School music lead and/or WFMS tutor |
|  | | | 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. | WFMS tutor |

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| **7** |  | **Students and tutor** | **Instrument Specific Considerations** | WFMS tutor and school |
|  | | | Singing is permissible for short periods within ‘bubbles’. High volumes and use of plosive consonants are to be avoided where possible.  See Guidance:<https://www.singup.org/blog/article/1434-back-to-school-back-to-singing/?fbclid=IwAR1NSMXvbQnXyVwfZe51gra52rpjXf0msohsATSyXj1q-YSq5xxQl3uoHlg>  **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.  Flutes generate two air streams, to the front and the side.  **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.  Flute: At least 2m from the end of the instrument and from the mouthpiece  Saxophone, Bass clarinet and Brass: At least 3m from the Bell  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.  Sharing mouth pieces on blown instruments is not considered safe and sharing instruments is strongly discouraged.  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.  If instruments are stored together after the lesson, they should be labelled to ensure that instruments/mouthpieces are returned to the correct player.  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.  Teachers/tutors must not play on students’ instruments, even to diagnose a problem.  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. | WFMS tutor |
| **Drum kits and amplifiers/PA/technology/cables** - all shared equipment must be cleaned with antiviral wipes or cleaning fluid between uses. |  |
| **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. | WFMS Tutor |

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| 8 | **Staff and Student Health** |  |  |
|  | | WFMS staff should be feeling well before commencing teaching in an educational establishment.  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.  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.  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).  Staff with underlying health issues must inform WMS Head of Service as to the risk of them becoming unwell from their normal work.  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.  Managers are aware of and will support BAME employees who have increased anxiety and keep all employees up to date with ongoing PHE advice.  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  Teachers must familiarise themselves with infection control procedure at individual schools.  Social distancing measures must be observed at all times.  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  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 | WFMS Tutor |

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| 9 | **Protocols whilst in schools** | **Ensuring safety of staff members at all times while working in multiple school settings.** |  |
|  | | 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 |

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| 10 | **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 |

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| 11 | **Whole Class Tuition(WCET)** |  |  |
|  | | Music leads at schools ordering WCET should discuss safety measures with WFMS and draw up specific arrangements before teaching commences.  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.  Woodwind and Brass – All available guidance advises strongly against sharing of mouth blown instruments. Whole class brass will not resume for the remainder of the spring term 2021 (policy to be reviewed in Easter). 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.  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.  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. | WFMS and School |

Advice on specific instruments, room layout and cleaning equipment is in the *Music Unlocked* Providers’ document [here](https://www.musicmark.org.uk/resources/music-unlocked-guidance-for-schools-and-music-providers/).