

## Risk Assessment Form: Norfolk Music Service, Education Achievement and Early Years Team, NCC Children's Services

**Establishment:** Norfolk Music Service

**Risk Assessment Visit Date:** 15/07/20 *(to be reviewed regularly allowing for further governmental updates and guidance throughout the pandemic)*

**Proposed activity/environment:** Teaching within educational establishments across Norfolk post COVID-19

**Educational Objectives:** To return to work safely post COVID-19 taking into account the DfE Guidance around teaching Music in school settings. The DCMS Guidance sits outside the parameters of this Risk Assessment and has not been used due to its relevance in Educational Establishments.

**Risk Assessment written by:** Krista Ribbons, Area Manager updates provided by Alison Bell, Head of Music Service

**Reviewed and approved by:** Alison Bell, Head of Music Service

**Date:** Updated 9<sup>TH</sup> November 2020

Hazards: List significant hazards that may result in serious harm or affect people in the party.		Who might be harmed? List groups of people who are especially at risk from the hazards identified.	Is the risk adequately controlled? List existing controls or note where information may be found, e.g., information, instruction training, systems or procedures.	What further actions are needed to control the risk? List the risks that are not adequately controlled and propose actions that are needed to reduce or eliminate the risks.	Outcomes H/M/L risk
	H/M/L risk				
<b>Teachers Health</b>	H	NMS Staff	<p>NMS staff should be feeling well before commencing teaching in an educational establishment. 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).</p> <p>As a rule of thumb, staff should increase their own level of personal hygiene, for example, increased</p>	<ul style="list-style-type: none"> <li>If a teacher is displaying Covid-19 symptoms they must immediately report to the Head of Service and not go to work</li> <li>Any staff with underlying health issues will be risk assessed by the Head of Service on an individual basis as to the risk of them becoming unwell from their normal work. This has been reviewed in line with the latest guidance released by the government on 2<sup>nd</sup> November 2020. Staff members who are extremely clinically</li> </ul>	M

			hand washing and cleaning.	<p>vulnerable will be supported to remain at home throughout any further shielding period that may be in place</p> <ul style="list-style-type: none"><li>• Staff members who are clinically vulnerable (e.g. with an underlying health condition) will be assessed and suitable measures put in place to manage the risk by the Head of Music Service (e.g. working from home where possible, undertaking alternative roles where social distancing can be adhered to etc)</li><li>• Staff members who are pregnant will have a specific assessment using the New and Expectant Mothers assessment process and specific COVID-19 Guidance</li><li>• Reasonable adjustments will be reviewed for staff members where change to work activity has been identified previously</li><li>• Managers are aware of and will support BAME employees who have increased anxiety and keep all employees up to date with ongoing PHE advice</li></ul>	
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				<ul style="list-style-type: none"><li>• Anybody who has been asked to shield or falls into this category must not work and should make this known to the Head of Service</li><li>• Teachers will need to find out from individual schools what their infection control procedure is which will be documented and collated centrally</li><li>• Social distancing measures must be observed at all times</li><li>• If you feel 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</li><li>• Never use anyone else's mouthpiece at any time</li><li>• Wash your 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</li><li>• All work experience and shadowing activity will cease</li><li>• Volunteers will carry out activity only where essential and will be provided with the same information, instruction and support as employees</li><li>• Meetings will now be held digitally with priority being given to the use of TEAMS</li><li>• Handwashing (rather than sanitiser) after every visit has been completed and avoidance of contact with surface areas where possible</li></ul>	
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				<ul style="list-style-type: none"> <li>• Staff members will be encouraged to carry tissues with them and they should identify where bins are located in each of the settings where they teach</li> <li>• As a result of 2<sup>nd</sup> November government guidance anyone over the age of 60 will be risk assessed by the Head of Music Service and work will be designated as appropriate</li> </ul>	
<b>Singing and Choirs</b>	H	Pupils and Staff	<p>All staff and pupils should be in a well-ventilated room. Singers should not be encouraged to sing loudly or over accentuate words.</p>	<ul style="list-style-type: none"> <li>• Consider singing outdoors if you can</li> <li>• Each singer must have their own music or words must be projected onto a screen</li> <li>• 2-meter distancing is recommended as referred to in the DfE Guidance</li> <li>• Accompanists should be 3-5 metres away from the first singer</li> </ul>	M

<p><b>Peripatetic Instrumental Teaching and Vocal Lessons</b></p>	<p>M</p>	<p>Pupils and Staff</p>	<p>The teaching room needs to be large enough to maintain social distancing measures or conform to a <b>minimum of 2 metres</b> for singing and mouth-blown instruments (n.b. flutes generate two air streams, to the front and the side).</p> <p>If the room needs to be rearranged to enable this, tutors should make arrangements with the school directly and must not move furniture, instruments etc on their own initiative.</p> <p>Safe distance: Flutes 1.5 metres in front of the player 0.8 metres from the end of the flute</p> <p>Other woodwind instruments except saxophones 1.5 metres</p> <p>Brass and saxophones 2 metres from end of the bell</p>	<ul style="list-style-type: none"> <li>• NMS staff need to have prior discussions with their schools before work can commence, any concerns on the location of the peripatetic lessons must be raised with the Head of Service</li> <li>• Lesson change overs must be staggered so that additional students are not crossing over and to allow for any cleaning to take place</li> <li>• Cleaning of surfaces, stands and instruments must take place between pupils</li> <li>• Regular handwashing is required for all staff</li> <li>• Players should be discouraged from holding their bell high as droplets may fall back into the mouth</li> <li>• Any excess particles on the floor must be cleaned by the student who distributed them</li> <li>• Where a suitable teaching space cannot be found, consideration may be given to a digital solution in certain circumstances, in discussion with the school and at the discretion of the Head of Music Service</li> </ul>	<p>L</p>
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<b>Suitable Teaching Environment</b>	H	Pupils	Gentle through ventilation is preferred with window or door open, if possible. There should be a minimum of 2 metres distance at all times between students and teachers	<ul style="list-style-type: none"> <li>• Recirculating air systems should not be used</li> <li>• Staggered Instrumental lesson times</li> <li>• Digital solutions could potentially be offered (see above)</li> <li>• Fire doors must not be propped open</li> <li>• Air conditioning should be operating on a maximum fresh air flow where installed</li> </ul>	M
<b>Cleaning Instruments</b>	H	Pupils and Staff	Instrument hygiene is imperative to stop the spread of infection	<ul style="list-style-type: none"> <li>• Music 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</li> <li>• Facilities should be provided by schools to do this. Please contact the Head of Music Service where this is an issue in the first instance</li> <li>• Hot soapy water is as effective as disinfectant wipes</li> <li>• Ensure correct cleaning guidance is adhered to so as not to damage the instrument:  <a href="https://www.nfhs.org/media/3812235/covid-19-instrument-cleaning-guidelines.pdf">https://www.nfhs.org/media/3812235/covid-19-instrument-cleaning-guidelines.pdf</a> </li> </ul>	M

<b>Sharing Instruments or Instrument Changeovers</b>	H	Pupils and Staff	Staff and pupils must be aware not to share instruments and extra hygiene procedures need to be put in place to ensure that this is not a cause for cross-contamination	<ul style="list-style-type: none"> <li>• Gloves must be provided for sanitising and cleaning instruments</li> <li>• Hand sanitiser should be used regularly</li> <li>• Hand cleaning must take place at regular intervals</li> <li>• Instruments being redistributed across the county must be out of action for 5 days and quarantined</li> <li>• Mouthpieces and reeds must never be shared</li> </ul>	M
<b>Small ensembles (up to 15)</b>	M	Pupils and Staff	Singing and ensemble playing can take place	<ul style="list-style-type: none"> <li>• NMS staff need to have had previous discussions with their schools before work can commence, any concerns on the location of the lessons must be raised with the Head of Service</li> <li>• Classes should be laid out to provide adequate social distancing space</li> <li>• Lesson changeovers must be staggered so that additional students are not crossing over and to allow for any cleaning to take place</li> <li>• Cleaning of surfaces, stands and instruments must take place between pupils</li> <li>• Regular handwashing is required for all staff</li> <li>• Players should be discouraged from holding their instrument bell high as droplets may fall back into the mouth</li> <li>• Any excess particles on the floor must be cleaned by the student who distributed them</li> </ul>	L

				<ul style="list-style-type: none"> <li>• Back lines of music groups must keep to social distancing rules and discouraged from moving from their spot. Singers should keep facing forwards</li> </ul>	
<b>WCET and Curriculum Delivery</b>	M	Staff, Pupils and Parents	WCET and curriculum delivery can take place. A flexible approach to this delivery by both the school and teacher must take effect from September to allow for all safety procedures to be implemented.	<ul style="list-style-type: none"> <li>• NMS staff need to have had previous discussions with their schools before work can commence, any concerns on the location of the lessons must be raised with the Head of Service.</li> <li>• Lesson change overs must be staggered so that additional students are not crossing over and to allow for any cleaning to take place.</li> <li>• Cleaning of surfaces, stands and instruments must take place between pupils.</li> <li>• Regular hand washing is required for all staff</li> <li>• Digital solutions will be readily available where the risk is deemed to great</li> </ul>	L
<b>SEND</b>	H	Pupils and Staff	Staff must maintain social distancing whilst leading SEND sessions Additional support may be required from in-school staff to ensure that social distancing is maintained.	<ul style="list-style-type: none"> <li>• Adapt the layout of the classroom to ensure social distancing is in place</li> <li>• Choose appropriate instruments to allow easy cleaning</li> <li>• Discuss with the school if gloves would be useful</li> </ul>	M
<b>Music Technology</b>	H	Pupils and Staff	Digital tuition can be taught in schools with additional measures put in place	<ul style="list-style-type: none"> <li>• One student to a workstation or iPad</li> <li>• Keyboards and workstations to be regularly wiped down before and after use</li> <li>• Equipment should not be shared where possible</li> </ul>	M

<b>Management</b>	H	Managers and Staff	Ensuring that Senior Managers within the Music Service support recommended changes to normal working practices in order to achieve new safe standards of work.	<ul style="list-style-type: none"> <li>• Maintaining social distancing measures at all times</li> <li>• Activities considered for recommencement are limited to only those which can be carried out safely</li> <li>• Limiting contact with the smallest number of people possible whilst carrying out the service</li> <li>• Senior Managers leading by example, promoting safe working practices at all times</li> <li>• Additional resources will be made available in order to comply with risk assessment requirements where necessary</li> <li>• Discussions with individual schools and settings to ensure that recommencement is safe on the part of both parties</li> <li>• Discussions to take place with staff members on an individual basis to ensure the safety of the team at all times in all settings</li> <li>• Regular reviews of arrangements to take place taking into account feedback, suggestions and concerns</li> <li>• INSET opportunity in September for all members of the team to ensure that all information, instruction and training is carried out prior to recommencement of activity of the team to ensure that all information, instruction and training is carried out prior to recommencement of activity</li> </ul>	M
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				<ul style="list-style-type: none"> <li>place to monitor compliance with the new ways of working and actions taken to secure improvements where necessary</li> </ul>	
<b>Arrangements whilst in Schools</b>	H	Staff	<p>Ensuring the safety of staff members at all times while working in multiple school settings. The Head of Music Service 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.</p>	<ul style="list-style-type: none"> <li>Working with schools to ensure that access points for staff are safe and there are processes in place to prevent queuing</li> <li>Working with schools to ensure that social distancing can be adhered to at all times</li> <li>Ensuring that staff have been identified in each setting as an essential visitor to avoid undue delay in entering and exiting the school site</li> <li>Ensure that schools are fully aware of their allocated time slots with pre-booked appointments in place in every setting</li> <li>Staff must not shake hands or make physical contact at any time with any colleagues or pupils within school settings</li> <li>Encourage staff members to utilise any additional hygiene measures that are in place in individual settings e.g. hand sanitiser</li> <li>Ensure that staff members carry their own pen in the event of having to sign into a visitor book once on-site</li> <li>Ensure staff are aware to observe a 2 metre distance at all times whilst on school premises</li> </ul>	M

				<ul style="list-style-type: none"><li>• Ensure that where staff members are presenting symptoms or any members of their family are self-isolating that they do not attend any school settings and the Head of Music Service should be informed</li><li>• Where possible, staff members will be encouraged to walk or cycle to work</li><li>• The requirements of Coronavirus (COVID-19): safer travel guidance for passengers will be followed and shared with all staff members</li><li>• Consideration will be given to flexibility around working times where possible to avoid peak travel times when using public transport</li><li>• Staff will not car share with anyone outside of their household</li><li>• Staff members will be advised to wash their hands before and after using any form of public transport services</li><li>• Events which result in gatherings (missing different households of groups) will not be permitted with the exception of events allowed by legislation (individually assessed)</li><li>• Staff members must only liaise with the Head of Music Service in the first instance of reporting anything Covid related.</li></ul>	
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<p><b>Training and Wellbeing Support</b></p>	<p>H</p>	<p>Managers and Staff</p>	<p>Ensuring the safety of all staff members when attending mandatory training or INSET. The wellbeing of all staff members is of paramount importance, especially at the current time.</p>	<ul style="list-style-type: none"> <li>• All courses, training and INSET will be delivered online</li> <li>• All in-person training has been suspended for staff and external participants</li> <li>• It has been deemed that no in-person training delivery will be essential to critical service delivery at this time</li> <li>• Training will include advice and guidance on hygiene and safety moving forward and will follow respiratory hygiene 'Catch it, Kill it, Bin it' requirements</li> <li>• Managers will follow guidelines on how to support wellbeing and promote the use of services including: Norfolk Support Line, IPRS and NCC's Wellbeing Services</li> <li>• Staff members will be encouraged to speak to either their Area Manager or the Head of Service about any concerns so that Managers can address employee needs on an individual basis</li> <li>• In all cases, conversations and agreed control measures in relation to wellbeing of staff members will be recorded on the appropriate forms provided</li> <li>• Arrangements will be put in place to ensure that staff members can communicate and collaborate together digitally on a regular basis. Communication routes will</li> </ul>	<p>L</p>
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				<p>be publicised and formally planned</p> <ul style="list-style-type: none"> <li>• All staff members will be instructed, before returning to work, on the nature of COVID-19 and its transmission. All staff members will then confirm in writing that they understand the reason for the control measures that are required before recommencing face-to-face delivery</li> <li>• All staff members will confirm in writing that they are confident in applying the control measures identified in this risk assessment and will be involved in its practical implementation as soon as face-to-face delivery is resumed</li> <li>• All staff members will have the opportunity to speak directly to the Head of Service to discuss and resolve any concerns that they may have in advance</li> </ul>	
<b>Action should a staff member develop symptoms</b>	H	Staff	Suitable action needs to be taken should a staff member develop symptoms whilst working on any school site	<ul style="list-style-type: none"> <li>• Individual school risk assessments will identify protocol for each setting identifying a suitable room to wait in that is large enough to maintain a 2 metre distance between the staff member and any supervising adults. Schools will have their own individual on-site risk assessments in place should this occur but the Head of Service should be made aware at the earliest opportunity</li> </ul>	M

				<ul style="list-style-type: none"> <li>• The staff member should notify the Head of Service of any close contacts in work (in the last 48 hours) while they are isolating or awaiting test results</li> <li>• Managers will ensure that work arrangements for close contact employees do not include contact with service users who are shielding, avoid individuals who are high risk or clinically vulnerable and that extra care is taken in practising social distancing with good universal hygiene in place</li> <li>• The Head of Service will ensure that all close contact colleagues are made aware of any test results as soon as they are made available (NHS Test and Trace and isolation advised)</li> <li>• Staff members will be reminded to stay at home and follow isolation rules</li> <li>• Staff members will be informed of the requirements relating to when they are able to return to work after having symptoms or isolation</li> </ul>	
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This risk assessment will be reviewed and updated in line with any new guidance that is issued

LAST UPDATE: 09/11/2020

*Alison Bell*

*Head of Music Service*