

Health and Safety Risk Assessment

Directorate: Children & Adults		Team: Norfolk Music Service/Hub (NMS)		Location: Various homes of students		Date of Assessment: 06/07/2020	Date for Review: Sept 2020	Reviewed 16/09/2020	
Activity or Work Area Assessed: Remote online music workshops in light of COVID-19 pandemic		Assessors: Krista Ribbons							
Hazard	Who could be harmed and how?	L – Likelihood (1 – 4)	S – Severity (1 – 4)	Risk rating – L x S = R (1 – 16)	Date of completion	Control measures already in place	Person responsible for control measure	Date of completion	
Safeguarding	Teachers /Workshop Leaders and students	1	4	4	06/07/2020	Disclosure and Barring Service (DBS) Check <ul style="list-style-type: none"> NMS Workshop Leaders and Tutors are subject to these checks at point of employment and expected to maintain their DBS on the Update Service and all NMS tutors delivering will have this in place. A member of the NMS team will present at all workshops to provide additional safeguarding support and will be responsible for the meeting and register of attendees. 	Krista Ribbons	06/07/2020	16/09/2020

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Professional appearance	Teachers and students	3	3	9	06/07/2020	<ul style="list-style-type: none"> Students and Tutors/Workshop Leads are required to be dressed appropriately for remote learning. Attire which would ordinarily be worn in school on a non-uniform day is essential; clothing, worn by a student or a teacher, which does not meet this expectation is not acceptable and lessons should be stopped immediately or removed from the online workshop and reported to the Norfolk Music Service Designated Safeguarding Lead or her deputy. Alison Bell (07428655322) or Krista Ribbons (07941083203) 	Krista Ribbons	06/07/2020	16/09/2020
Suitable teaching environment	Teachers and students	3	3	9	06/07/2020	<p>Suitable environment – both students and tutors/Workshop Leaders must be physically located in safe working spaces, appropriate for online lessons; a lounge or study is appropriate, a bedroom or bathroom is not.</p> <ul style="list-style-type: none"> Students should be in a room with or near an adult so that the adult can hear and see the lesson taking place and is the responsibility of the parent/carer to ensure this is happening. Tutors/Workshop Leaders should be in a room where others cannot see or listen in, if this is not possible, then headphones must be worn, and screens angled away towards a wall and away from any other people <p>Recommended virtual backgrounds and/or blurring of backgrounds are available on our remote platform (which blocks out any surroundings).</p>	All staff – regular checking in place	06/07/2020	16/09/2020

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Communication	Tutors and students	2	3	6	06/07/2020	<ul style="list-style-type: none"> • Communication must be undertaken by parents/carers and not students and on parental devices through email to the service. • NMS staff will only undertake communications using Norfolk County Council email addresses. Under no circumstances should tutors or students personal contacts be shared and the use of social media or any way of communicating other than the above-mentioned methods through unofficial channels is strictly prohibited. Private chat or sharing of images between students and tutors are unacceptable. • Zoom or Teams is to be used for online delivery of workshops. It must only be used during scheduled lesson or meeting times. • Neither student nor tutors/workshop lead should use this as a means of contacting the other party outside of scheduled lesson times. • Workshop times will be scheduled internally (as advertised) by a core member of staff and the tutor and student invited to attend the session. • There must be no additional contact made by the music service outside of this controlled session. 	Krista Ribbons	06/07/2020	16/09/2020
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Appropriate Language	Teachers and students	3	3	9	06/07/2020	<ul style="list-style-type: none"> As with all school-based communications, the content and language of messages and conversations must at all times be professional by all parties concerned, including family members. 	Krista Ribbons	06/07/2020	16/09/2020
Adult Supervision	Teachers and students	3	3	9	06/07/2020	<ul style="list-style-type: none"> Tutors/Workshop leads must always confirm at the start of each lesson that an adult is present and in close proximity to the student. 	Krista Ribbons	06/07/2020	16/09/2020
Professional standards	Teachers and students	2	3	6	06/07/2020	<ul style="list-style-type: none"> Online Workshop opportunities must be regarded as an extension of physical opportunities and the safeguarding expectations that pertain to this, such as, professional communication, attire, and language are the same. 	Krista Ribbons	06/07/2020	16/09/2020

Signed:

A. Bell

Alison Bell (Head of Service) 06/07/2020 Updated and reviewed: 16/09/2020

Reviewed by:

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Risk Rating:

		Severity			
		1-Trivial	2-Minor	3.Serious	4.Major
Likelihood	4-Very Likely	4 L	8 M	12 H	16 C
	3-Likely	3 L	6 M	9 H	12 H
	2-Possible	2 L	4 L	6 M	8 M
	1-Remote	1 L	2 L	3 L	4 L

Critical (16)	Immediate	Stop. Do not undertake the activity-critical risk, too high and unacceptable. Controls need to be implemented and the risk rating reduced to an acceptable level before the activity can recommence
High (9 -12)	1 week	Require immediate attention to bring the risk down to an acceptable level
Medium (6 - 8)	1 month	Review existing controls and consider additional ones. Regular monitoring required
Low (1 – 4)	3 months	Continue with the existing controls, operations requires monitoring

Hazard: Something that has the potential to cause harm

Likelihood: The likelihood of the hazard causing harm

Risk rating is calculated by multiplying the likelihood by the severity:

e.g.: a likely chance of an accident resulting in a major injury = 3 x 4 = 12

therefore, a medium risk – within 1 month - review existing controls and consider additional ones. Regular monitoring required.