



## RISK ASSESSMENT FORM

<b>Area, task or activity</b>	<b>Location</b>	<b>Date of Assessment</b>
<b>PERIPATETIC MUSIC TUITION</b>	<b>MUSIC ROOM</b>	<b>27/07/2020</b>

Control	Who might be harmed and how?	Control measures	Who?	Review?
COVID19 entering the school with peripatetic teachers/pupils or being taken away from the school.	Staff and pupils at risk from airborne or surface contamination.	Music teachers/pupils do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, or who have someone in their household who does.	Music Teachers Music pupils	
		Music teachers must wash their hands on entering and leaving the school building and regularly throughout the day as well as using hand sanitiser as appropriate but particularly <b>between pupils</b> .	Music Teachers TG to ensure sanitiser in Music Room	
		Music pupils must wash their hands on entering and leaving the school building and regularly throughout the day as well as using hand sanitiser as appropriate but particularly <b>upon entering and leaving</b> the Music Room.	Music pupils	
		Poster in the Music Room to remind pupils and teachers of importance of respiratory hygiene – promote the ‘catch it, bin it, kill it’ approach.	ES	
		Tissues and tissue bin in the Music Room and emptied at lunchtime and at the end of the day.	LC JN/FN	
		Cleaning caddy, antibacterial wipes and paper towels (for wind/brass instrument as below) provided in the Music Room	TG	
		Music room to be thoroughly cleaned at the end of each day.	JN/FN	
		Music teachers to clean frequently touched and sneezed or coughed on surfaces (chairs/tables/door handles/piano keys/music stand/drums etc), as appropriate, between pupils, and, if they finish before 3pm, after the final pupil – to include the Perspex screen - in case the room is	Music Teachers	

		occupied by another teacher/member of staff before the end of the school day.		
		Music teachers must not handle a pupil's instrument for tuning or other purposes unless gloves are worn and sanitised before and after handling and disposed of before leaving the Music Room when teaching has finished for the day.	Music Teachers	
		Music teachers must not touch a pupil's music – pupils must annotate their music themselves under instruction from the teacher and using their own pencil/rubber brought in from the classroom.	Music Teachers Music Pupils	
		No sharing or lending of ANY item between music teacher and pupil ie instruments/music/books/pencils/rubbers/cleaning cloths/mouthpieces/reeds/bows/resin/chin rests/shoulder rests/headphones etc	Music Teachers Music Pupils	
		Music teachers must not hand out any theory sheets/manuscript paper/music photocopies etc. These must all be emailed to parents for pupils to print out and bring into the lessons as necessary.	Music Teachers Music Parents	
		Practise notebooks/sheets must not be used - all practise notes, notes to parents must be sent digitally and not written down and physically passed to the pupil.	Music Teachers	
		Any written work done by a child must be sent by the parent to the teacher digitally (scan or photo) and a teacher must send marked work back to the parents digitally as appropriate.	Music Teachers Music Parents	
		If a child does not have their instrument/music with them a theory lesson may be conducted, or the child sent back to the classroom and the lesson forfeited at the teacher's discretion (parents will be notified of this). Theory will be done by the teacher on the whiteboard with pupils only writing on paper they have brought in, or listening, and verbally participating as applicable.	Music Teachers	
		No sharing of ANY item between pupils ie instruments/music/books/pencils/rubbers/cleaning cloths/mouthpieces/ reeds/bows/resin/chin rests/shoulder rests/headphones etc	Music Pupils	
		Music teachers to use their own whiteboard markers and cleaning cloth/rubber and to clean the whiteboard before leaving at the end of their teaching session if it has been used.	Music Teachers	
		Windows to be open at all times.	TG Music Teachers	
		Music pupils to enter the Music Room, put their instrument/music etc down as appropriate, use hand sanitiser then close the door then set up instrument etc. At the end of the lesson pupils to pack instrument etc	Music Teachers	

		away, use hand sanitiser then open the door and leave, leaving the door OPEN.	Music Pupils	
		Music teacher to leave the Music Room door OPEN at all times unless a lesson is in progress, and when they leave at the end of their teaching day, and to use hand sanitiser before and after opening/closing the Music Room door should this be necessary.	Music Teachers	
		<b>Piano pupils MUST</b> wear a mask brought in from home in addition to the piano keys being wiped down with disinfectant wipes between each pupil or between pupil and teacher using the keyboard. If NO MASK, a theory lesson may be taught instead, if appropriate, or the music teacher may cancel the lesson in which case it will be forfeited and parents will be made aware of this.	Music Pupils Music Teachers Music Parents	
		A Perspex screen MUST be placed between the music teacher and pupil at ALL times and be rearranged as necessary by the teacher in accordance with the 2 meter distancing rule to facilitate teaching of their particular instrument. Teaching may then be face-to-face or side-by-side.	Music Teachers	
		A music teacher MUST NOT be face-to-face with a pupil unless behind the Perspex screen at 2 meters distance.	Music Teachers	
		Woodwind and brass teachers should insist on proper cleaning and drying of instruments at the end of lessons but should not allow students to blow or tip water out of instruments in the teaching room. Paper towels will be provided for venting of water keys and pupils should remove and dispose of their own at the end of the lesson. Woodwind instruments should be dried in and out with swabs or pull-throughs by the pupil. Brass instruments should have the mouthpiece cleaned by the pupil using an appropriately sized mouthpiece brush.	Music Teachers Music Pupils	
		Music teachers may not use the staff room at any time.	Music Teachers	
		Music teachers will be allocated a specific toilet to use throughout the day.	LL Music Teachers	
		Music teachers may not use the photocopiers or any other school equipment.	Music Teachers	
Maintaining a safe distance between music teachers and music pupils and music teachers and other pupils and school staff.	Staff and pupils at risk of airborne droplets being passed from one person to another orally/ via a wind/brass instrument.	Rearrange the Music Room to enable a distance of 2 meters between music teacher and pupil at all times with the use of a Perspex screen that can be moved by the individual teacher according to their teaching needs. This can be optimised using the diagonal of the room far top left corner by the window to the bottom right corner along from the door. In addition, the teacher can sit/stand behind a table which has a set of the low cupboards in front of it with the Perspex screen in front of the cupboard. This set up will create a natural barrier/reminder to keep the 2 meter distance and that the Perspex screen should not be passed by either teacher or pupil during the lesson.	SA TG Music Teachers	
		A separate keyboard will be available at a 2 meter distance from the piano/pupil for the piano teacher to demonstrate on.	SA	

			TG	
		A second music stand to be made available in the Music Room for the teacher as they won't be able to share with the pupil.	SA	
		Music teachers and pupils must remain 2 meters apart at all times with no physical or close contact at any time ie in the lesson or walking to and from the classroom.	Music Teachers Music Pupils	
		Music teachers should ask pupils to send the next pupil in unless the next pupil is in a different class/bubble in which case the teacher needs to collect that pupil.	Music Teachers Music Pupils	
		Music teachers may not use the staff room at any time.	Music Teachers	
		Music teachers will be allocated a specific toilet to use throughout the day.	LL Music Teachers	
		Music teachers may not walk around the school other than to collect a pupil from a classroom or to go to the school office for a specific reason.	Music Teachers	
		Music teachers may use the outside area by the music room keeping a 2 meter distance from other staff and pupils at all times if they need a breath of fresh air. They may not use this area for teaching due to noise disturbance and other staff/pupil movement during the school day.	Music Teachers	
Shared knowledge of the procedures/rules.	Staff and pupils as procedures/rules not known and followed.	Music teachers to be given a copy of the School's general Risk Assessment along with the Music Tuition Risk Assessment.	DP	
		Parents to be notified of the specific protocols they must follow in order for their children to have music tuition.	DP	
		Share best practise with parents on cleaning instruments and safe playing/practising.	SA	
		Poster in the Music Room with tuition rules/procedures	SA	

<b>Name of Assessor/s</b> SUZANNE ARMITAGE / LAURA LATHAM	<b>Date of next review</b> 22/10/2020	<b>Line Manager/Supervisor</b> LAURA LATHAM
--------------------------------------------------------------	------------------------------------------	------------------------------------------------