



RISK ASSESSMENT

Department:	Resources	Service Team:	Enfield Music Service
Manager:	Wendy Kemp	Persons undertaking the assessment:	Wendy Kemp Elena Browne, Sean Turpin, Paula Warren
Work Activity being assessed:	Vocal Programmes during Covid-19	Risk Assessment Number:	7
Date of assessment:	28.01.2022	Date of next review:	21.02.2022

SCOPE OF OPERATION, LOCATION AND TIME	ASSOCIATED GUIDANCE
<p>SCOPE OF OPERATION (description of tasks being undertaken):</p> <p>School-based Year Group Vocal Programmes by peripatetic Enfield Music Service tutors</p>	<p>NHS 111 https://111.nhs.uk/covid-19</p> <p>Government guidance: https://www.gov.uk/coronavirus https://www.gov.uk/government/organisations/public-health-england https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</p>
<p>LOCATION:</p> <p>Primary schools in the London Borough of Enfield</p>	
<p>WHEN DOES THE ACTIVITY TAKE PLACE (early hours, during normal hours, after 6pm or at weekends)</p> <p>During the hours of the school day.</p>	

Council Risk Assessment Sheet

Activity:	Face to face Year Group Vocal Programmes in schools during Covid-19	No. of pages:	4	Page number:	1
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What are the hazards?	Who is at risk and How would they be harmed? (e.g. staff, public, contractors – trip, slip, fall, assault)	What is currently done to reduce / control the risk?	Risk level scoring (H,M,L)	What more can be done to reduce risk?	Action by whom, by when?
Potential for exposure to COVID-19 via contact with others	Everyone	Tutors should follow guidance from each school regarding access to communal spaces, movement around the building and pupils displaying symptoms. Face coverings may no longer be required but tutors should follow individual school guidance. Tutors should take Lateral Flow tests twice a week, 3-4 days apart.	L		EMS, School SLT and EMS Tutors - ongoing
Airborne/surface transmission of COVID-19	Everyone	“Catch it, kill it, bin it.”: Cough and sneeze into a tissue and dispose of immediately into the bin (or the crook of the elbow) and wash hands afterwards.	L		Everyone
Airborne transmission of COVID-19	Tutors, school staff and pupils	Sessions should take place in spaces where pupils can maintain 1m distancing from each other and 2m between front row of pupils and EMS tutor. Pupils should be staggered within the space so not positioned directly in front of each other and not facing each other. Teaching spaces should be well-ventilated and a 15-minute gap allowed between classes if using the same space	M	Tutors can opt to wear a face covering	School SLT and EMS Tutors – ongoing
Surface transmission of COVID-19	Tutors, school staff and pupils	Tutors should have access to hand sanitiser in the teaching space and/or hand washing facilities nearby	M		School SLT - ongoing

Surface transmission of COVID-19	Tutors, school staff and pupils	No sheet music should be used – resources to be displayed by whiteboard/projector instead	L		School SLT/EMS Tutors – ongoing
Surface transmission of COVID-19	Tutors using keyboard instruments	Any keyboard instruments to be used by tutors should be wiped down before and after the sessions. Wherever possible, tutors should use recorded backing tracks instead.	L	Tutors can opt to wear gloves	School SLT and EMS Tutors - ongoing
Surface transmission of COVID-19	Tutors using school IT & audio equipment	Any school computer/laptop keyboard to be wiped down before and after use in sessions. If possible, school staff present in session to operate school computers/audio.	L	Tutors can opt to wear gloves	School SLT, school staff and EMS Tutors - ongoing
Airborne/surface transmission of COVID-19	Tutors who are extremely clinically vulnerable (CEV), or live with a household member who is extremely vulnerable Tutors who are clinically vulnerable (CV) or live with someone who is	The shielding programme has come to an end, and those who were previously considered CEV are now advised to follow the same guidelines as others as a minimum.	M	Tutors who are CEV should speak to the Head of EMS if they have significant concerns about continuing to teach in schools and/or have been advised differently by a specialist.	EMS and EMS Tutors - ongoing
Tutors who have higher risk factors to Covid-19 such as: <ul style="list-style-type: none"> • Shielding staff • Clinically vulnerable (over 70 or underlying health conditions) • Pregnant • BAME • Carer for a vulnerable person 	Tutors with protected characteristics Emerging evidence suggests that alongside underlying health conditions, there are key demographic factors that can affect people's vulnerability or is a 'risk	Tutors who have concerns about additional risk factors should discuss these concerns with the Head of EMS. Where there is agreement that the risk factors can be mitigated with the existing control measures in the risk assessment to everyone's satisfaction no change is needed. Where however it is clear there is increased risk for a staff member which is not mitigated by the existing control measures support will be	M	Tutors can opt to wear a mask and/or gloves whilst teaching and potentially stand behind a screen. Tutors may have the option to continue delivery online for the rest of the Spring term.	EMS/EMS Tutors - ongoing

<ul style="list-style-type: none"> Men over 40 	<p>factor' in relation to COVID-19.</p> <p>The causes of these increased risk factors are not yet fully understood, and further research is taking place.</p>	<p>provided to make necessary adjustments to further mitigate those risks.</p>			
<p>Access for tutors with disabilities</p>	<p>Disability might impact on how tutors can move around the building or use an adjusted workplace</p>	<p>Tutors who have concerns about their ability to access teaching spaces should contact the Head of EMS to discuss this further.</p>	<p>L</p>		<p>EMS/EMS tutors - ongoing</p>
<p>Tutors with COVID-19 symptoms and potentially spreading to staff and others</p>	<p>Everyone</p>	<p>Tutors who become symptomatic should inform the Head of EMS as soon as possible and should not attend any schools.</p> <p>Tutors should inform the Headteacher immediately if they become unwell whilst in a school, and also subsequently notify the Head of EMS.</p> <p>Tutors should follow Government guidance on self-isolation if they display any symptoms of COVID-19 and/or are a contact of someone who becomes symptomatic and/or tests positive:</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</p> <p>Tutors should inform the Head of EMS as soon as possible if they if they test positive for Covid-19.</p>	<p>L</p>		<p>EMS tutors - ongoing</p>