



## RISK ASSESSMENT

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

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

**Council Risk Assessment Sheet**

<b>Activity:</b>	Face to face peripatetic instrumental tuition during Covid-19	<b>No. of pages:</b>	5	<b>Page number:</b>	2
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<b>What are the hazards?</b>	<b>Who is at risk and How would they be harmed?</b> (e.g. staff, public, contractors – trip, slip, fall, assault)	<b>What is currently done to reduce / control the risk?</b>	<b>Risk level scoring (H,M,L)</b>	<b>What more can be done to reduce risk?</b>	<b>Action by whom, by when?</b>
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 to 4 days apart.	L	Tutors can opt to wear a face covering	EMS, School SLT and EMS Tutors - ongoing
Airborne transmission of COVID-19	Tutors/pupils/school staff	2m social distancing to be observed by tutors, pupils and school staff.	L		EMS, School staff, EMS tutors and pupils – ongoing
Airborne transmission of COVID-19	Tutors/pupils	Ensure that teaching spaces are well-ventilated.  Where teaching spaces <u>do not</u> have windows/ventilation systems, breaks should be scheduled periodically to allow for ventilation by opening doors etc. ideally for 15 minutes following each 45 minutes of tuition	L	Tutors can opt to wear a face covering whilst teaching where it does not impact on teaching the instrument concerned.	School SLT and EMS Tutors – ongoing

Airborne transmission of COVID-19	Tutors/pupils of <b>wind and brass</b> instruments	2m social distancing to be observed, as above, and in addition: - tutors and pupils should not directly face one another whilst playing - newspaper or paper towels should be provided outside the teaching space for venting of water keys. - pupils should remove and dispose of their own paper at the end of the lesson.	M		School SLT, EMS tutors and pupils – ongoing
Airborne transmission of COVID-19	Tutors and Pupils of <b>voice</b> lessons	2m social distancing to be observed, as above, and in addition: - tutors and pupils should not directly face one another whilst singing.	M	Tutors can opt to wear a face covering whilst teaching.	EMS tutors and pupils – ongoing
Surface transmission of COVID-19	Tutors 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 and pupils	Pupils to be responsible for their own sheet music.	L		EMS Tutors and pupils - ongoing
Surface transmission of COVID-19	Tutors and pupils	No sharing of woodwind, brass or string instruments.	L		EMS Tutors - ongoing
Surface transmission of COVID-19	Tutors and pupils of <b>string</b> instruments	All pupils to tune their own instruments wherever possible.	L		EMS Tutors - ongoing
Surface transmission of COVID-19	Tutors and pupils of <b>keyboard</b> instruments	All keyboards/pianos to be wiped down after each pupil, by the pupil wherever possible.  Tutors should ideally use a second instrument to demonstrate rather than share with pupils. If sharing, the pupil should move away from the	M	Tutors can opt to wear gloves	EMS and EMS Tutors - ongoing

		instrument first to allow the tutor to demonstrate.			
Surface transmission of COVID-19	Tutors and pupils of <b>percussion</b> instruments	Percussion tutors should use their own sticks and not share with pupils.  Pupils should all use separate drumsticks where possible. Where sharing is necessary, drumsticks to be wiped down after each pupil, by the pupil where possible.	M	Tutors can opt to wear gloves	EMS, School SLT 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/EMS Tutors - ongoing
Staff who have higher risk factors to Covid-19 such as:  <ul style="list-style-type: none"> <li>• Shielding staff</li> <li>• Clinically vulnerable (over 70 or underlying health conditions)</li> <li>• Pregnant</li> <li>• BAME</li> <li>• Carer for a vulnerable person</li> <li>• Men over 40</li> </ul>	Staff 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 factor' in relation to COVID-19.	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 provided to make necessary adjustments to further mitigate those risks.	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 deliver lessons online, outside of the school day.	EMS/EMS Tutors - ongoing

	The causes of these increased risk factors are not yet fully understood, and further research is taking place.				
Access for tutors with disabilities	Disability might impact on how tutors can move around the building or use adjusted workplace	Tutors who have concerns about their ability to access teaching spaces should contact the Head of EMS to discuss this further.	L		EMS/EMS tutors - ongoing
Tutors with COVID-19 symptoms and potentially spreading to staff and others	Everyone	<p><b>Tutors who become symptomatic should inform the Head of EMS as soon as possible and should not attend any schools.</b></p> <p><b>Tutors should inform the Headteacher immediately if they become unwell whilst in a school, and also subsequently notify the Head of EMS.</b></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:  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</a></p> <p><b>Tutors should inform the Head of EMS as soon as possible if they if they test positive for Covid-19.</b></p>	L		EMS tutors - ongoing