



## 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
<b>Work Activity being assessed:</b>	School ensembles during Covid-19	<b>Risk Assessment Number:</b>	SE5
<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 ensembles delivered by peripatetic Enfield Music Service tutors</p> <p>Instrument-specific guidance:</p> <p>Strings (including guitar &amp; ukulele) and Keyboard instruments</p> <p>Woodwind &amp; Brass (including recorder and tin whistle)</p> <p>Singing</p>	<p>NHS 111</p> <p><a href="https://111.nhs.uk/covid-19">https://111.nhs.uk/covid-19</a></p> <p>Government guidance:</p> <p><a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p><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><a href="https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020#schools">https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020#schools</a></p> <p><a href="https://www.musicmark.org.uk/resources/music-unlocked-guidance-for-schools-and-music-providers/">https://www.musicmark.org.uk/resources/music-unlocked-guidance-for-schools-and-music-providers/</a></p>
<p><b>LOCATION:</b></p> <p>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 <b>School Ensembles</b> in schools during Covid-19	<b>No. of pages:</b>	6	<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	<p>Tutors should follow guidance from each school regarding access to communal spaces, movement around the building and pupils displaying symptoms.</p> <p>Face coverings may no longer be required but tutors should follow individual school guidance on face coverings when entering and moving around the school, and in classrooms and teaching spaces.</p> <p>Tutors should take Lateral Flow tests twice a week, 3 to 4 days apart.</p>	M		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
Surface transmission of COVID-19	Tutors and pupils of all instruments	Tutors should have access to hand sanitiser in the teaching space and/or hand washing facilities nearby	L		School SLT - ongoing
Surface transmission of COVID-19	Tutors and pupils of all instruments	Sheet music should ideally not be used, with resources displayed by whiteboard/projector instead.	L		EMS Tutors - ongoing

		Where sheet music is necessary pupils should all handle their own and have their own music stand.			
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.	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 and sound equipment.	L	Tutors can opt to wear gloves	School SLT, school staff and EMS Tutors - ongoing
Airborne transmission of COVID-19	Ensembles including <b>string instruments (inc. guitar &amp; ukulele) and keyboard instruments</b>	Minimum 2m social distancing to be observed between tutors/school staff and between tutors/pupils during sessions.	L	Tutors can opt to wear a face covering	EMS, School staff, EMS tutors and pupils – ongoing
Surface transmission of COVID-19	Ensembles including <b>string instruments and keyboard instruments</b>	No sharing of any instruments unless these are left for 72 hours or wiped down between groups.  Tutors should avoid touching pupils' instruments during the session – tuning of string instruments should be carried out by pupils or by tutors in advance of the session.	L	Tutors can opt to wear gloves	EMS tutors – ongoing  Schools staff are responsible for cleaning of instruments where required
Airborne transmission of COVID-19	Ensembles including <b>woodwind and brass instruments</b>	Minimum 2m social distancing to be observed between tutors/school staff and between tutors/pupils during sessions.  Pupils should be staggered within the space so not positioned directly in front of each other and should not be facing each other. Ideally, pupils should also be distanced from each other by at least 1m.	M	Tutors can opt to wear a face covering	School SLT and EMS Tutors – ongoing

		Teaching spaces should be well-ventilated during and after sessions.			
Surface transmission of COVID-19	Ensembles including <b>woodwind and brass instruments</b>	No sharing of any woodwind or brass instruments.  Tutors should avoid touching pupils' instruments during the session. If absolutely necessary, hand sanitiser should be used before and after.	L		EMS/School SLT/EMS Tutors - ongoing
Airborne transmission of COVID-19	Ensembles including singers	Minimum 2m social distancing to be observed between tutors/school staff and between tutors/pupils during sessions.  Pupils should be distanced from each other by at least 1m, should be staggered within the space so not positioned directly in front of each other, and should not be facing each other.  Teaching spaces should be well-ventilated during and after sessions.	M	Tutors can opt to wear a face covering	School SLT, EMS tutors and pupils – ongoing
Airborne/surface transmission of COVID-19	Tutors who are extremely clinically vulnerable (CEV), or live with a household member who is extremely vulnerable	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

<p>Tutors who have higher risk factors to Covid-19 such as:</p> <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>	<p>Tutors with protected characteristics</p> <p>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.</p> <p>The causes of these increased risk factors are not yet fully understood, and further research is taking place.</p>	<p>Tutors who have concerns about additional risk factors should discuss these concerns with the Head of EMS.</p> <p>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.</p>	L	Tutors can opt to wear a face covering and/or gloves whilst teaching and potentially teach from behind a screen	EMS/EMS Tutors - ongoing
Access for tutors with disabilities	Disability might impact on how tutors can move around the building or use an 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 develop symptoms 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>	L		EMS tutors - ongoing

		<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>			
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