



## RISK ASSESSMENT

<b>Department:</b>	Resources	<b>Service Team:</b>	Enfield Music Service
<b>Manager:</b>	Wendy Kemp	<b>Persons undertaking the assessment:</b>	Paula Warren and Wendy Kemp
	EMS Saturday Music Centre lessons and ensembles during Covid-19	<b>Risk Assessment Number:</b>	SMC Covid 4
<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>Saturday Music Centre ensembles and group lessons delivered by peripatetic Enfield Music Service tutors</p> <p>Instrument-specific guidance:</p> <p>String (including guitar &amp; ukulele) and Keyboard instruments</p> <p>Woodwind/Brass instruments</p> <p>Steel Pans</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><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>EMS Saturday Music Centre at Firs Farm Primary School, Rayleigh Road, London, N13 5QP.</p>	
<p><b>WHEN DOES THE ACTIVITY TAKE PLACE</b> (early hours, during normal hours, after 6pm or at weekends)</p> <p>On Saturdays during term time from 8.30am to 12.30pm</p>	

**Council Risk Assessment Sheet**

<b>Activity:</b>	Face to face <b>EMS lessons and ensembles</b> at the Saturday Music Centre during Covid-19	<b>No. of pages:</b>	6	<b>Page number:</b>	2
------------------	--	----------------------	---	---------------------	---

<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 EMS regarding access to communal spaces and movement around the building. Face coverings are not required.  Parents should not enter teaching spaces, and should wait in the hall area only whilst lessons are in progress unless invited to enter by a tutor or member of EMS staff for a specific reason.	M		EMS, and EMS Tutors - ongoing
Potential for exposure to COVID-19 via contact with others	Everyone	Tutors and secondary aged pupils should take a Lateral Flow test within 48 hours prior to their arrival at the Saturday Centre.	M		Everyone - ongoing
Potential for exposure to COVID-19 via contact with others	Everyone	Parents/carers advised that pupils should not attend the setting if they have any symptoms of Covid-19, are required to quarantine, have been asked to isolate and/or have a positive test result.	M		
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 - ongoing

Surface transmission of COVID-19	Tutors and pupils of all instruments	Tutors and pupils must have access to hand sanitiser during the rehearsal and should sanitise hands on arrival and on leaving.	L		EMS - ongoing
Surface transmission of COVID-19	Tutors and pupils of all instruments	Where sheet music is necessary pupils should all handle their own and have their own music stand.	L		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.	L	Tutors can opt to wear gloves	EMS Tutors - ongoing
Surface transmission of COVID-19	Tutors using school IT & audio equipment	Use of these should be avoided but any school computer/laptop keyboard to be wiped down before and after use in sessions.	L	Tutors can opt to wear gloves	EMS Tutors - ongoing
Airborne transmission of COVID-19	Everyone	As much ventilation should be allowed as possible through the opening of doors/windows.	L		EMS Tutors - ongoing
Airborne transmission of COVID-19	Everyone	Tutors should maintain distancing from pupils and other tutors wherever possible.	L		EMS Tutors - ongoing
Airborne transmission of COVID-19	Lessons and ensembles including <b>string instruments and keyboard instruments</b>	Minimum 2m social distancing to be observed between tutors and pupils during sessions.	L	Tutors and pupils can opt to wear face coverings.	EMS, EMS tutors and pupils – ongoing
Surface transmission of COVID-19	Lessons and ensembles including <b>string instruments and keyboard instruments</b>	Any shared instruments must be wiped down between pupils.  Tutors should avoid touching pupils' instruments during the session – tuning of string instruments should be carried out by pupils wherever possible. Where strictly necessary, Tutors may assist but should sanitise hands both before and afterwards.	L	Tutors can opt to wear gloves	EMS tutors – ongoing

Airborne transmission of COVID-19	Lessons and ensembles including <b>wind and brass instruments</b>	Minimum 2m social distancing to be observed between tutors/pupils during sessions.	M		EMS tutors and pupils – ongoing
Airborne transmission of COVID-19	Steel Pan ensembles	2m social distancing to be observed between tutors/pupils during sessions wherever possible.	L	Tutors and students can opt to wear a face covering.	EMS tutors and pupils – ongoing
Surface transmission of COVID-19	Steel Pan ensembles	Sticks should not be shared within the same group and should be wiped between use by different groups.  The top surface and rim of each pan should be wiped between groups.	L		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	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
Tutors 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>	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 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.	L	Tutors can opt to wear a mask and/or gloves whilst teaching and potentially stand behind a screen.	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 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 become symptomatic should inform Paula Warren and/or the Head of EMS as soon as possible and should not attend the Saturday Music Centre.</b></p> <p><b>Tutors should inform Paula Warren immediately if they become unwell whilst at the Saturday Centre.</b></p> <p>Tutors should follow the latest Government guidance on self-isolation if they display any symptoms of COVID-19. If a tutor is a household contact of someone who becomes symptomatic, the tutor should follow the relevant Government guidance depending on vaccination status:</p> <p><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 and Paula Warren as soon as possible if they if they test positive for Covid-19.</b></p>	L		EMS tutors - ongoing

<p>Pupils with COVID-19 symptoms and potentially spreading to staff and others</p>	<p>Everyone</p>	<p><b>If a pupil becomes symptomatic during a lesson or rehearsal, tutors should call reception on 07903 970407 so a member of staff can escort the pupil to an isolated area and contact a parent/carer to collect the pupil.</b></p> <p><b>Any tutors/staff assisting the pupil whilst awaiting collection should wear a face covering at all times.</b></p> <p>Parent/carer should be advised to follow Government guidance on testing for those with symptoms, and to report the test results to EMS as soon as possible.</p> <p>Any surfaces touched by the pupil should be cleaned immediately after they have left, including those in the teaching space.</p> <p>Staff/tutors who attended to the pupil do not need to self-isolate unless the pupil subsequently tests positive and they are asked to do so by test and trace.</p>			
--	-----------------	---	--	--	--