

RISK ASSESSMENT FORM**LOUGHBOROUGH SCHOOLS MUSIC****DEPARTMENT/AREA:** Music Department**DESCRIPTION OF ASSESSED ACTIVITY:** Instrumental and vocal lessons taking place face to face in the music department, avoiding contamination and infection from Covid-19.**DATE OF ASSESSMENT:** 26/02/2021

HAZARDS	PERSONS AFFECTED & POSSIBLE OUTCOMES	ACTION REQUIRED TO FURTHER REDUCE THE RISK	Person(s) Responsible
Physical contact	Pupil and teacher	<p>Pupils and teachers should ensure that there is no physical contact, either intentional or accidental:</p> <p>Teacher should enter room first, and be behind the Perspex screen before the pupil enters</p> <p>Pupil should always knock on the door before they enter (if door is closed) to check it is safe to come in</p> <p>Teacher should not in any circumstance touch a pupil to correct posture/bow position/hand position/fingering etc</p> <p>If a piano or organ teacher needs to demonstrate on the same keyboard they should make sure that the pupil is right out of the way before they approach the instrument (and also wipe keyboard down before and after)</p>	Pupil and teacher

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Risk assessment reviewed every half term.

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Social distancing	Pupil and teacher	<p>Current govt social distancing guidelines should always be followed where possible (currently 1m+). Guidance for individual music lessons and distancing states that 'if the activity is face-to-face and without mitigating actions, 2 metres is appropriate'. However, we are planning a raft of mitigating actions. This means that for keyboard, strings and percussion lessons distance can revert to 1m+. Although technically it means the same for singing, wind and brass lessons we have decided to continue with 2m for these lessons as an additional precaution. We will also be able to guarantee a 2m distancing where the member of staff or student has a medical issue that makes them more vulnerable to COVID-19.</p> <p>Individual teaching rooms have had furniture moved to maximise space, in addition to having 'pupil zones' marked out on the floor in tape. See attached photos for examples of both a 2m distanced set-up and a 1m+ set-up.</p>	Pupil and teacher
Sharing of equipment	Pupil and teacher	No equipment will be shared. If pupils forget instrument/music etc then the teacher will teach in an alternative way: musicianship/aural skills etc.	Pupil and teacher

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Mending of equipment	Pupil and teacher	Occasionally instruments have minor issues that can usually be easily mended by the teacher, for example a screw coming loose on a flute. In this situation the teacher should make a judgment about whether they feel happy helping or not – they could advise the pupil to take their instrument to an instrument shop. If they are happy to help out then they need to follow additional hygiene procedures. They should use handgel and put disposable gloves on (available in the teaching room) before taking the instrument from the pupil. The pupil should handgel before taking the instrument back and the teacher should remove their gloves, dispose of them and then handgel again. This procedure can also work for string teachers who need to tune a pupil’s instrument, or change a string. Oboe, bassoon, clarinet and sax teachers may need to adjust a pupil’s reed; again the same procedure applies, although the teacher could consider disinfecting the reed before they touch it.	Pupil and teacher
Cleanliness of rooms	Pupil and teacher	No teacher will share a room with another on the same day, which will always allow time for a thorough clean in the evening. At the start of a lesson the pupil should wipe down the music stand, table, chair, piano (if necessary), any other surfaces that they may intentionally touch, and the	Pupil and teacher

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		<p>door handle on both sides. At the end of the lesson the pupil should wipe down all surfaces that they have touched, including the screen, music stand, chair, table, door handles, wedge the door open and leave without touching anything.</p> <p>Disinfectant wipes will be available in every teaching room alongside antiviral spray and paper towels.</p> <p>If the pupil is having a face-to-face lesson the teacher must ensure that this routine is followed.</p> <p>If the pupil is having a remote lesson then they are responsible for making sure that they follow this procedure for their safety and that of others.</p>	
Ventilation	Pupil and teacher	<p>The rooms will be well-ventilated: windows will remain open at all times (unless weather is too inclement!), and door will be propped open between lessons.</p> <p>Additionally in a wind, brass and singing lesson the teacher will need to stop the activity 5 minutes early so that the aerosols in the room have a chance to disperse</p>	Pupil and teacher

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		<p>before the next pupil arrives. They will do some general musicianship or aural work during this time so that the pupil still maintains a 30-minute lesson.</p> <p>It is also recommended for singers, wind and brass players that they do not play/sing too loud (or not for too long at least) as this increases the amount of aerosols in the air significantly.</p>	
<p>Personal protection and face coverings</p>	<p>Pupil and teacher</p>	<p>Hand gel is supplied in all teaching rooms, and should be used as often as required.</p> <p>Regulations now state that a face covering should be worn at all times during lessons and when there is less than 2m between staff and students indoors. However, there are some exceptions and clearly woodwind, brass and singing lessons cannot take place with face masks on.</p> <p>Therefore for woodwind, brass and singing lessons the face masks can be removed once the student is in place within the room, instrument set up and when they can remain 2m from you. The face mask must be replaced immediately if either of you needs to enter the 2m space between for any reason and as soon as the playing part of the lesson is finished.</p>	

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		<p>All percussion, keyboard and string lessons will take place with the student and teacher wearing a face mask.</p> <p>There are a small number of students who are exempt from the need to wear a face mask on medical grounds.</p> <p>It is now the case that a visor is not deemed a safe alternative to a face mask and while they can be worn in addition they cannot replace a face mask.</p> <p>In all of this it is the teachers own responsibility to make sure that they feel safe and comfortable and if they deem that they need other measures to be put in place then they are welcome to do so, within the parameters of the lesson.</p>	
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