

# ROCHDALE MUSIC SERVICE SAFETY RISK ASSESSMENT Covid-19 <sup>1</sup>

Directorate: <b>Student's Services</b>	Section/Team: <b>Early Help and Schools – School Improvement Team</b>	
Job role/s: Peripatetic Staff		
People who might be harmed: staff and members of public		Assessment date: 11/09/2020
Are there any special considerations needed for new & expectant mothers or persons under 18, etc. <b>Yes children and young people under the age of 18</b>		Review date: 1 month
Names of all involved in assessment process: (e.g. Manager, Union rep, etc.): Cathie Brook– Music Centre & Ensembles Co-Ordinator Laura Clarke – Schools Co-Ordinator Liz Jabobs – Head of Service Cathie Brooks Staff Team		Manager authentication:
Hazard / risk identified <small>Task/ activity / process / stressor</small>	Current precautions in place	Additional action needed to be Covid 19 secure.
Airborne Transmission – Students and Tutor	Teaching rooms are suitable for instrumental lessons to take place, in groups or one on one with a window or viewing pane in the door.	Teaching room needs to be large enough to maintain social distancing or a minimum of 2m between teacher and student. Students must play side by side, facing forwards when in groups, not facing each other or in a semi circle. Social distancing between students does not apply if students are from the same class however they must remain socially distanced from the Tutor.  If it is a mixed class group (ie not the same bubble), the students must socially distance. If space does not allow for adequate social distancing in groups, then shorter one on one lessons to be timetabled.

<sup>1</sup> Documents used:

- 1) Guidance for full opening of schools – 10<sup>th</sup> September 2020
- 2) DCMS Government Guidance on Indoor Performances 13<sup>th</sup> August 2020.
- 3) Music Mark – Music Unlocked Guidance 2<sup>nd</sup> September 2020

Surface Transmission – Students and Tutor	Stands provided by school	<p>If furniture needs moving this must be completed prior to the arrival of the RMS Tutor</p> <p>Stands to be provided by the school and installed in position in the teaching room</p> <p>Student not to share tutors books.</p> <p>If Student do not have access to books the tutor will prepare a pack 72 hrs in advance that will be put in a plastic wallet labelled with the child's name and placed in a bag for transportation Prior to handling the wallet the tutor will sanitize their hands.</p>
		<p>On receiving the wallet the student will be instructed to remove the music from the wallet, place the wallet in a bag provided and sanitize their hands.</p> <p>All wallets will be disposed of in line with school policy for disposal of waste.</p>
Transmission of Virus via crossing bubbles	Staff currently teach across different year groups	<p>All students to be taught within their year group and group lessons arranged accordingly as much as possible.</p> <p>At the end of the particular year group bubble or class bubble the Tutor will clean the music stand thoroughly wearing appropriate PPE provided by RMS.</p> <p>A gap of at least 10 minutes will be required for this to happen and also allow where necessary, the room to be ventilated. If the Tutor has been in the room they also must leave the room at this time for recirculation of air. The frequency will be determined by individual need and the size of room and length of time required on site</p>
Child Unsupervised arriving and leaving the lesson	Some students arrive at their lesson without supervision. Some students have to be collected from their current work area	RMS Tutors to follow the same procedure used in school for Student leaving class to attend toilet breaks or be advised by the school as to their agreed method for Students and staff moving around the school.

Instruments damaged or broken	Tutor would look at instrument and try and fix if possible, if not, would return to site.	<p>If the instrument fault is a sticky valve/broken string</p> <p>The student must:</p> <p>Place the instrument down where the Tutor is able to pick it up and stand 2m away from where placed</p> <p>The tutor must:</p> <ul style="list-style-type: none"> <li>• Wash/sanitise their hands before handling the instrument</li> <li>• Resolve the problem without blowing through the instrument</li> <li>• Put the instrument down where the student can pick it up</li> <li>• Wash/sanitise their hands</li> </ul> <p>If it is a problem with any other issue the student is to put the instrument away in its case and leave for a minimum of 72hrs to be collected by RMS the following week.</p>
Sharing of Keyboards	Currently schools have a set of keyboards that students share	After each student has played the keyboard must be thoroughly wiped down with approved wipes provided by RMS.
Brass Instrument water release	Students currently release a spit valve to empty instrument of water	Any spit valve emptied must be emptied onto a piece of paper that the student must then dispense of in line with school procedures for removal of waste.

<p>Additional safety precautions provided by St Cuthbert's</p>		<ul style="list-style-type: none"> <li>• Yellow clinical waste bin provided in brass room</li> <li>• Cleaning station (Hand sanitiser, tissues, wipes) provided in each room</li> <li>• Both rooms are larger than two metres, while there must be some flexibility regarding layout of room (e.g. when percussion lessons are taking place) peripatetic staff and students must stand at opposite ends of the room.</li> <li>• Piano set up against far wall of teaching room so that teacher can observe from two metres away.</li> <li>• Teacher to arrange timetable to ensure there is at least a 10 minute gap between children if from different year groups have lessons.</li> <li>• HOD music to go through risk assessment with all students prior to first lesson.</li> <li>• One stand will be provided in each teaching room</li> </ul>
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This assessment should be reviewed following significant changes, the introduction of new machinery, equipment, substances or procedures & following incidents, or at least annually.