

Risk Assessment Form: Tri-borough Music Hub, Children’s Services (Hammersmith & Fulham; Kensington & Chelsea; Westminster)

Establishment: Tri-borough Music Hub

Risk assessment visit date: 31/08/21 *(to be reviewed regularly allowing for further governmental updates and guidance throughout the pandemic)*

Proposed activity/environment: Teaching within educational establishments across 3 Local Authorities from September 2021

Educational objectives: For Tri-borough Music Hub (TBMH) staff to return to work safely taking into account the DfE Guidance ([HERE](#)) around teaching Music in school settings; and the DCMS Guidance ([HERE](#)) about working safely during Coronavirus.

Risk Assessment written by: Stuart Whatmore, Head of Tri-borough Music Hub

Reviewed and approved by: Shelley Duffy, Principal Lead Advisor

Date: 31st August 2021

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	H/M/L risk				
Teachers Health	H	TBMH staff	<ul style="list-style-type: none"> TBMH staff should be symptom-free and feeling well before commencing teaching in an educational establishment. Underlying health issues must be discussed with the relevant Line Manager. If a member of your family is showing symptoms of Covid-19 this will also mean that you are unable to work. In-school visits will fully resume, although some digital delivery may be needed for any isolating 	<ul style="list-style-type: none"> Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed. All TBMH staff must participate in the Lateral Flow Test (LFT) programme of testing (HERE), receiving at least 2 LFTs per week, with a gap of 3-4 days between tests. Results must be logged by each tutor within 24 hours with the NHS (app or online), the school(s) teaching at, and the TBMH centrally. All tutors must adhere to each school’s own arrangements for testing and logging results. 	M

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			<p>cases. As a rule of thumb, staff should increase their own level of personal hygiene, for example, increased hand washing and cleaning.</p>	<ul style="list-style-type: none"> • If a teacher is displaying Covid-19 symptoms they must immediately report to the relevant Line Manager and not go to work • Any staff with underlying health issues will be risk assessed by the relevant Line Manager on an individual basis as to the risk of them becoming unwell from their TBMH work • Staff members who are clinically vulnerable (e.g. with an underlying health condition) will be assessed and suitable measures put in place to manage the risk by the relevant Line Manager (e.g. working from home where possible) • Staff members who are pregnant will have a specific assessment using the New and Expectant Mothers assessment process and specific COVID-19 guidance • Reasonable adjustments will be reviewed for staff members where change to work activity has been identified previously • Managers are aware of and will support employees from the Global Majority who have increased anxiety, and keep all employees up to date with ongoing PHE / National Institute for Health Protection guidance • Teachers will need to find out from individual schools what their infection control procedure is, which
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				<p>will be documented and collated centrally</p> <ul style="list-style-type: none"> • Social distancing measures should be observed at all times • Staff should consider wearing face masks/coverings in all settings when moving around the premises and also where appropriate or reasonable while teaching. When a face covering cannot be worn during teaching, additional mitigations must be actioned (e.g. 2-metres distance and ventilation). Each setting will have their own approach to this and therefore a discussion with the school/setting is required. • If you feel a young person is showing any signs of COVID-19 this must be reported straight away within the setting and the relevant Line Manager must also be informed • Never use anyone else's mouthpiece/instrument at any time • Wash your hands thoroughly upon entering and exiting the school and, if you are in a school for a considerable amount of time, at regular intervals throughout the day • Volunteers will carry out activity only where essential and will be provided with the same information, instruction and support as employees • Meetings will now be held as a mix of in-person and digitally • Handwashing (rather than sanitiser) 	
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				<p>should be carried out upon arrival and after every visit has been completed; and during visits contact with surface areas will be avoided where possible</p> <ul style="list-style-type: none"> • Staff members will be encouraged to carry tissues with them and they should identify where bins are located in each of the settings where they teach • Staff will be encouraged to have C-19 vaccine (when available); and a Winter Flu jab 	
Singing and Choirs	H	Pupils and staff	<ul style="list-style-type: none"> • All staff and pupils should be in a well-ventilated room; or outside • Singers should not be encouraged to sing loudly or over-accentuate words. • Use microphones were available 	<ul style="list-style-type: none"> • Consider singing outdoors if you can • Each singer should have their own music or words must be projected onto a screen • Maintain distance between singers, where possible • Singing should be moderate volume with consideration that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space • Accompanists / conductors should be distanced from the first singer 	M
Peripatetic Instrumental Teaching and Vocal Lessons	M	Pupils and staff	<ul style="list-style-type: none"> • The teaching room needs to be large enough to maintain social distancing between pupils/tutors • If the room needs to be rearranged to enable this, Tutors should make arrangements with the school directly and must not move furniture, instruments etc 	<ul style="list-style-type: none"> • TBMH staff need to have prior discussions with their schools before work can commence, any concerns on the location of the peripatetic lessons must be raised with the relevant Line Manager • Staff should wear face masks/coverings in all settings when moving around the premises and 	L

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			<p>on their own initiative.</p> <ul style="list-style-type: none"> • Safe distance: maintain distance where possible and consider ventilation of each teaching space • Consider use of bell masks for brass and woodwind 	<p>also where appropriate or reasonable while teaching. When a face covering cannot be worn during teaching, additional mitigations must be actioned (e.g. distance and ventilation). Each setting will have their own approach to this and therefore a discussion with the school/setting is required.</p> <ul style="list-style-type: none"> • Schools should arrange for there to be a designated secure area that instruments brought in by pupils from home can be placed on arrival at school. Only pupils should move/touch/carry their own instrument and instrument case. • Cleaning of surfaces, stands and instruments must take place between use by different pupils • Regular handwashing is required for all staff • Staff should consider use of moisture guards/bell masks e.g. https://www.moistureguard.co.uk/ • Players should be discouraged from holding their bell high as droplets may fall back into the mouth • Any excess particles on the floor must be cleaned by the student who distributed them • Where a suitable teaching space cannot be found, consideration may be given to a digital solution in certain circumstances, in discussion with the school and at the discretion of the Head/Deputy Head TBMH
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Suitable Teaching Environment	H	Pupils	<ul style="list-style-type: none"> Gentle through-ventilation is required with window or door open, if possible There should be distance at all times between students and teachers 	<ul style="list-style-type: none"> Recirculating air systems should not be used Fire doors must not be propped open Consider outdoor learning, where possible and appropriate for all 	M
Cleaning Instruments	H	Pupils and staff	<ul style="list-style-type: none"> Instrument hygiene is imperative to stop the spread of infections 	<ul style="list-style-type: none"> Instruments should be cleaned by the pupils playing them, where possible Music resources should be cleaned frequently Facilities should be provided by schools to do this. Please contact the Head/Deputy Head TBMH where this is an issue in the first instance Hot soapy water is as effective as disinfectant wipes (NB not for ALL instruments) Ensure correct cleaning guidance is adhered to so as not to damage the instrument: https://www.nfhs.org/media/3812235/covid-19-instrument-cleaning-guidelines.pdf 	M
Sharing Instruments or Instrument Changeovers	H	Pupils and staff	<ul style="list-style-type: none"> Staff and pupils must be aware not to share instruments and extra hygiene procedures need to be put in place to ensure that this is not a cause of cross-contamination 	<ul style="list-style-type: none"> Hand sanitiser should be used regularly Hand cleaning must take place at regular intervals Mouthpieces and reeds must never be shared Instruments should be cleaned by the pupils playing them, where possible. 	M

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Small Ensembles	M	Pupils and staff	<ul style="list-style-type: none"> Singing and ensemble playing can take place in groups with all appropriate measures (distance, and in well-ventilated rooms) 	<ul style="list-style-type: none"> Ensure natural airflow in space and distance is kept between pupils and teachers TBMH staff need to have had previous discussions with their schools before work can commence, and any concerns on the location of the lessons must be raised with the relevant Line Manager Classes should be laid out to provide adequate social distancing space Cleaning of surfaces, stands and instruments must take place regularly Regular handwashing is required for all staff Players should be discouraged from holding their instrument bell high as droplets may fall back into the mouth Any excess particles on the floor must be cleaned by the student who distributed them Back lines of music groups must keep to social distancing rules and discouraged from moving from their spot. Singers should keep facing forwards. 	L
Whole Class Instrumental Learning (WCIL) and Curriculum Delivery	M	Staff, pupils and parents	<ul style="list-style-type: none"> WCIL and curriculum delivery can take place with all appropriate measures (distance, and in well-ventilated rooms). A flexible approach to this delivery by both the school and teacher must take effect from September to allow for all safety 	<ul style="list-style-type: none"> Staff should wear face masks/coverings in all settings when moving around the premises and also where appropriate or reasonable while teaching. When a face covering cannot be worn during teaching, additional mitigations must be actioned (e.g. distance and ventilation). Each setting will have 	L

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			procedures to be implemented.	their own approach to this and therefore a discussion with the school/setting is required. <ul style="list-style-type: none"> • Ensure natural airflow in space and distance is kept between teacher and pupil • Classes should be laid out to provide adequate social distancing space • TBMH staff need to have had previous discussions with their schools before work can commence, any concerns on the location of the lessons must be raised with the relevant Line Manager • Regular cleaning of surfaces, stands and instruments should take place • Regular hand washing is required for all staff • Digital solutions will be readily available where the risk is deemed too great 	
SEND	H	Pupils and staff	<ul style="list-style-type: none"> • Staff must maintain social distancing whilst leading SEND sessions • Additional support may be required from in-school staff to ensure that social distancing is maintained. 	<ul style="list-style-type: none"> • Adapt the layout of the classroom to ensure social distancing is in place. If the room needs to be rearranged to enable this, Tutors should make arrangements with the school directly and must not move furniture, instruments etc on their own initiative • Choose appropriate instruments to allow easy cleaning • Discuss with the school if plastic gloves would be useful i.e. if other school staff are using them and it would not inhibit teaching 	M

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Music Technology	H	Pupils and staff	<ul style="list-style-type: none"> Digital tuition can be taught in schools with additional cleaning measures put in place 	<ul style="list-style-type: none"> One student to a workstation or iPad Keyboards and workstations to be regularly wiped down before and after use Equipment should not be shared where possible 	M
Management	H	Managers and staff	<ul style="list-style-type: none"> Ensuring that TBMH Managers support recommended changes to normal working practices in order to achieve new safe standards of work. 	<ul style="list-style-type: none"> Maintaining social distancing measures at all times Activities considered for recommencement are limited to only those which can be carried out safely Limiting contact with the smallest number of people possible whilst carrying out the service Senior Managers leading by example, promoting safe working practices at all times Additional resources will be made available in order to comply with risk assessment requirements where necessary Discussions with individual schools and settings to ensure that recommencement is safe on the part of both parties Discussions to take place with staff members on an individual basis to ensure the safety of the team at all times in all settings Regular reviews of arrangements to take place taking into account feedback, suggestions and concerns INSET opportunity in September for 	M

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				all members of the team to ensure that all information, instruction and training is carried out prior to recommencement of activity <ul style="list-style-type: none"> • Arrangements to be put into place to monitor compliance with the new ways of working and actions taken to secure improvements where necessary 	
Arrangements whilst in Schools	H	Staff	<ul style="list-style-type: none"> • Ensuring the safety of staff members at all times while working in multiple school settings. • The Head/Deputy Head TBMH will work with individual settings to ensure that all arrangements meet with the standards that are required, and where they do not further action will be taken to rectify this on a case-by-case basis. 	<ul style="list-style-type: none"> • Working with schools to ensure that access points for staff are safe and there are processes in place to prevent queuing • Working with schools to ensure that social distancing can be adhered to at all times • Ensuring that staff have been identified in each setting as an essential visitor to avoid undue delay in entering and exiting the school site • Ensure that schools are fully aware of their allocated time slots with pre-booked appointments in place in every setting • Encourage staff members to utilise any additional hygiene measures that are in place in individual settings e.g. hand sanitiser • Ensure that staff members carry their own pen in the event of having to sign into a visitor book once on-site • Ensure staff are aware to observe a distance at all times whilst on school premises 	M

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			<ul style="list-style-type: none"> • Ensure that where staff members are presenting symptoms, or any members of their family are self-isolating that they do not attend any school settings and the relevant Line Manager(s) are informed immediately • Where possible, staff members will be encouraged to walk or cycle to work • Consideration will be given to flexibility around working times where possible to avoid peak travel times when using public transport • Staff members will be advised to wash their hands before and after using any form of public transport
Training and Wellbeing Support	H	Managers and staff	<ul style="list-style-type: none"> • Ensuring the safety of all staff members when attending mandatory training or INSET. The wellbeing of all staff members is of paramount importance, especially at the current time. • Our courses, training and INSET will be delivered as a mixture of online and in-person • Training will include advice and guidance on hygiene and safety • Managers will follow guidelines on how to support wellbeing and promote the use of LA wellbeing services • Staff members will be encouraged to speak to either their Line Manager or the Head/Deputy Head TBMH about any concerns so that Managers can address these on an individual basis • In all cases, conversations and agreed control measures in relation to wellbeing of staff members will be recorded on the appropriate forms provided

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				<ul style="list-style-type: none"> • Arrangements will be put in place to ensure that staff members can communicate and collaborate together digitally on a regular basis. Communication routes will be publicised and formally planned • All staff members will be instructed, before returning to work, on the nature of COVID-19 and its transmission. All staff members will then confirm in writing that they understand the reason for the control measures that are required before recommencing face-to-face delivery • All staff members will confirm in writing that they are confident in applying the control measures identified in this risk assessment and will be involved in its practical implementation as soon as face-to-face delivery is resumed • All staff members will have the opportunity to speak directly to the Head/Deputy Head TBMH to discuss and resolve any concerns that they may have in advance 	
Action should a staff member develop symptoms	H	Staff	<ul style="list-style-type: none"> • Suitable action needs to be taken should a staff member develop symptoms whilst working on any school site 	<ul style="list-style-type: none"> • Individual school risk assessments will identify protocol for each setting, including identifying a suitable room to wait in that is large enough to maintain distance between the staff member and any supervising adults. Schools will have their own individual on-site risk assessments in place should this occur, but the 	M

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				<p>Head/Deputy Head TBMH should be made aware at the earliest opportunity</p> <ul style="list-style-type: none"> • The staff member should notify the relevant Line Manager of any close contacts in work (in the last 48 hours) while they are isolating or awaiting test results • Staff members will be reminded to stay at home and follow isolation rules • Staff members will be informed of the requirements relating to when they are able to return to work after having symptoms or self-isolating 	
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