

Shropshire Music Service

RISK ASSESSMENT ON SERVICE DELIVERY		Completed By: Sam Newth Alison Stevens	Date: 2.9.21 Reviewed:
Activity Workplace COVID19 Recovery Period	Manager: Alison Stevens		
Details of hazard	Who is affected and how?	What controls are in place	Risk L/M/H
Transmission of the virus through poor communication systems internally & potential stress/ anxiety.	Staff/ colleagues and schools who need advice.	General Measures The Leadership Team (Alison Stevens and Sam Newth) understand support systems available to them to get advice/support: We will seek additional public health advice if we are concerned about transmission in our setting. DfE helpline (0800 046 8687, option 1). National Guidance and best practice is being constantly reviewed by our National membership organisation; Music Mark who have published excellent guidance for Music Services in line with national government guidance to schools.	L

		<p>https://www.musicmark.org.uk/resources/music-unlocked-guidance-for-schools-and-music-providers/</p> <p>Schools operational guidance – updated 27th August</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</p> <p>Specific measures in place by Music Service</p> <p>Over the summer, the Department for Education removed the section on Music, Dance and Drama from all its school and Out Of School Settings guidance. Restrictions do not persist once removed, thus all previous restrictions no longer apply. “Our priority is for you to deliver face-to-face, high-quality education to all pupils.”</p> <p>Nevertheless, the Music Service premises and staff will adopt the reasonable measures outlined in this risk assessment to ensure we minimise any potential for spread of COVID 19 and manage our return to services onsite with minimal disruption.</p> <ul style="list-style-type: none"> - Staff will be kept up to date on the latest guidance - Staff will follow any measures in place in schools they visit - Risk assessment of Music School Premises has been updated 2.9.21 - Ongoing weekly staff briefings are available to staff via email. - Staff will be made aware of the support available from the local authority, and will have open access to members of the management team to discuss any concerns. 	
<p>Direct/ indirect transmission of COVID -19 virus from being in close proximity to people with the virus. i.e. person to person transmission (hand to hand, hand to mouth, hand to body),</p> <p>Indirect transmission of COVID-19 virus from hand and</p>	<p>Music service staff, School employees, parents, pupils and the general public</p>	<p>General measures</p> <p>All staff have been encouraged to continue with LFD testing twice per week.</p> <p>We will work in partnership with staff and schools to ensure that good guiding principles in line with government advice and local Public Health are maintained:</p> <p>Masks/ Face coverings: Staff may decide whether to wear a mask during teaching and in the music centre.</p>	L

hands contact with contaminated surfaces or equipment.		<p>Staff may choose to wear a mask walking around the school building or “crowded spaces where you may come into contact with people you don’t normally meet.”</p> <p>Schools will be ensuring that doors and windows allow for good ventilation onsite in adherence to published guidance.</p> <p>Staff will maintaining 2m distancing where possible in teaching spaces. It is no longer a requirement to distance pupils, but staff are advised to distance from each other and from pupils by 2m.</p> <p>Good cleaning regimes still apply – these have been effective and will remain. Cleaning of instruments/ equipment will be managed with wipes.</p> <p>Regular hand washing and sanitising is still advised for all staff.</p> <p>We will continue to provide resources for cleaning and will retain a stock of masks at the centre.</p> <p>Where possible, pupils will retain their own resources and touch only their own materials.</p> <p>Where instruments are needing to be tuned/ touched by the teacher, a standard procedure for hand washing/ sanitising before and after will be implemented.</p> <p>Teachers will never share or demonstrate on instruments belonging to students.</p> <p>Brass students will collect saliva deposits in a wipe and will bag wipes before disposal.</p> <p>We have advised staff to follow the guidance for wind/brass that should include seating pupils side by side and facing forwards, rather than face-to-face or side on.</p>	
Direct transmission of COVID - 19 virus from Ensemble teaching. (airborne and surface)	Music Service employees & pupils could inhale airborne particles/ droplets or could touch contaminated surfaces WHILE PLAYING TOGETHER IN	<ul style="list-style-type: none"> - Ventilation must be possible – preferable doors and window for flow of air. Co2 devices are being sourced to help monitor ventilation. - Minimum 2m distancing observed by teacher. It is no longer advised to distance pupils but we encourage staff to make use of available space as a pragmatic way of reducing and potential spread. - Teacher stands at least 2m from nearest player. - Players must retain their own music. 	L

	MUSICAL GROUPS.	<ul style="list-style-type: none"> - Shared instruments (Rock and Pop, microphones, percussion, keyboards) will need to be cleaned appropriately and these musicians should be given wipes and instructions on how often to clean equipment. <p>Records of attendance and reasons for absence will be maintained by conductors in order to spot and manage potential outbreaks.</p>	
Outbreak management (Schools)	Students in school	<p>Schools will manage the outbreaks in their setting in line with the published thresholds for schools.</p> <p>Where the Music Service is advised of a school where a teacher is at potential risk of infection through outbreak, we will advise that they take a PCR test and isolate pending the result.</p>	L
Outbreak management (CSM Groups)	Students in the music school groups at our premises	<p>Absence is recorded by parent phoning Shropshire Music Service office</p> <p>All groups have at least 2 staff to ensure one person can manage any aspect of safeguarding.</p> <p>Distancing will be maintained where we can. It is not always possible to distance children on our site. There is no requirement to do this but staff should make good use of all available space.</p> <p>All staff will keep a register and monitor absence. Conductors are responsible for triggering absence to LT</p> <p>Triggers:</p> <p>Group up to 20: If 2 people in a group are absent with covid within 10 days this triggers an 'outbreak'</p> <p>Group 20+: If 5 people in a group are absent with covid within 10 days this triggers an 'outbreak'</p> <p>SMT will contact Local Authority helpline.</p>	M

		<p>A list of pupils will be provided by the conductor and full data provided through parent registration if requested.</p> <p>Outbreaks will be managed by subsequent rehearsal cancellation (creating a 14 day window)</p> <p>Ensemble leaders of the outbreak group will be advised to undertake a PCR test and to isolate pending the result.</p> <p>Rehearsals can be rescheduled in the event of an outbreak</p>	
Safeguarding (in the event of online delivery)	Children or staff at risk if safeguarding measures are not clear on live 1:1 virtual teaching	<p>In exceptional circumstances it may be necessary to deliver lessons remotely to students who may be isolating. This can only be done with agreement of SMT</p> <p>Where this is agreed it will be only for the duration of the students period of isolation under the conditions here:</p> <ul style="list-style-type: none"> - Online teaching policy agreed at point of registration with parent. - Staff policy on best practice for teaching will highlight safeguarding measures. Staff will be reminded of the online learning policy and a copy made available to them - Full Safeguarding training is being planned for January 2022 training. 	L
Data exposure	Teachers mismanage data and this puts parents or students at risk of contact by unknown persons.	<p>Music Service staff have completed mandatory modules on 'leap into learning' on managing personal data.</p> <ul style="list-style-type: none"> - Only SMS email addresses will be used for set-up of lesson on Zoom - Parent data will be gathered through Microsoft forms and stored on council cloud drive - Training on managing and handling data is ongoing. - Teachers have been trained on managing their own personal data in relation to telephone numbers and e mail addresses. 	L
Irritant Contact Dermatitis	<p>Music service staff</p> <p>Exposure through excessive hand washing.</p>	<ul style="list-style-type: none"> - Employees reminded to report signs of dermatitis to their manager i.e. itchy, dry or red skin. - Advised to dry hands thoroughly after washing them and, if necessary, moisturise your hands to replenish the skin's natural oils. 	L

		Employees are asked to wash their hands with soap and water if possible. If only alcohol- based hand sanitizers are available, to make sure all liquid is evaporated before touching any surfaces.	
Ignition of alcohol-based hand sanitizer	Employees Burns to the hands as a result of ignition of sanitizer vapour (particularly employees who smoke)	<ul style="list-style-type: none"> - Ensure santiser is stored away from any source of ignition. Please be mindful of portable heaters and other heaters as we approach the winter. - It is recommended that the portable bottles of 100ml santiser are used for work in schools. These are provided by the music service. 	L