

COVID-19 RISK ASSESSMENT

Risk Assessments for: BEAT delivering provision in School Settings

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Assessor Name: Sharon Broughall

Sources: WHO, NHS, MU, MM, DfE and Intranet

This document identifies reasonable foreseeable risks and provides suggested control measures and prompts. Please note that it is not intended to cover all risks associated with any activity; it looks only at additional measures to minimise the transmission of COVID-19. We know that the extreme outcome of this infection is death or long-term health detriment, but both are unusual outcomes in children and younger adults. The reasonably foreseeable risk here is the spread of COVID-19 virus.

Control measures should be reasonable and proportionate. Remember that the person most at risk may be the adult leading the activity: this is not just about the children.

Measures for BEAT staff should run in line with current school risk assessments.

This document is subject to review, depending on changes to Government guidelines and the evolving health situation. Please refer to the BEAT website for the most recent version.

<https://beatrust.org.uk/>

1. BEAT Tutor visiting schools

Hazard	Who is at Risk	Current control measures	Who is responsible	Residual Risk Rating
Tutors/ visitors to school unknowingly carrying COVID-19	Everyone	On entering the building, visitors should wash their hands thoroughly according to government guidelines. Tutors should be informed of which washroom they can use and the route that needs to be taken to get to there. Where possible this should avoid internal routes.	School to make hand washing facilities available	6
		Tutors should bring their own pen to sign in.	Tutors to bring own pen	4
		Tutor should be advised of the route to the teaching space provided to avoid crossing bubbles. Tutors should stay in the teaching room for the duration of the session, the only exception being bathroom breaks and when the room is being aired between students	School to inform tutor	4
		Pupils should make their own way to the teaching space for the lesson to avoid the tutor having to walk through class bubble space, <i>at the appointed time</i> .	School to ensure pupils make their own way to lessons.	4
		Tutors should wear a mask if practical and agreed with the school.		4
Changes to emergency procedures due to COVID-19 precautions	Tutor and Pupils	Tutors should ask and be informed of what to do in the event of a fire alarm or other emergency. In the event of a fire, tutors should escort any pupils in their care to the assembly point and pass them over into the care of school staff.	School to inform tutor	4

1. BEAT Tutor visiting schools

Hazard	Who is at Risk	Current control measures	Who is responsible	Residual Risk Rating
Transmission due to contamination of teaching space and shared equipment	Everyone	Enhanced cleaning regime is in place in line with <i>COVID-19: Cleaning in non-healthcare settings outside the home</i> guidance. All teaching spaces should be cleaned in accordance with these guidelines.	School	6
		Between teaching each pupil, tutor should wipe down any resources or furniture that will be used for the next pupil (e.g. music stand, piano keys, stool) using an alcohol based cleaning agent.	Alcohol based wipes provided by School or BEAT if requested	6
		The next pupil should not enter the room until advised by the tutor and should wash their hands, according to school practice, both before and after the lesson.	School to provide hand washing facilities before and after lesson	6
		Sufficient time must be made available for the enhanced cleaning regime to take place. A few minutes extra will be needed between each pupil to allow for cleaning down surfaces and time will need to be allowed for instrument assembly and cleaning.	BEAT to supply gloves	6
Waste disposal process in place for potentially contaminated waste.	Everyone	Any potentially contaminated waste (tissues, paper used to cover instrument bells or to clear spit valves) in the teaching space should be placed in a lidded bin with a bag inside. This should be provided by the school in accordance with COVID-19 cleaning guidance and disposed of at the end of the day in accordance with the school's risk assessment.	School to provide lidded bin in the teaching space	6
		Brass players should be advised to 'empty' their instruments at home, before the lessons and to only 'empty out' during the lesson if absolutely necessary. To release any condensation they should open the water key over some kitchen roll or tissue, placed within a sealable bag (eg freezer bag) and take it away with them to dispose of safely at home.	Pupils to provide kitchen roll/tissue and sealable plastic bag or plastic container – no container, no emptying out!!	6
		Woodwind and brass tutors should have a supply of alcohol based wipes and disposable cloths supplied by BEAT.	BEAT to supply alcohol based wipes & disposable cloths	6

1. BEAT Tutor visiting schools

Hazard	Who is at Risk	Current control measures	Who is responsible	Residual Risk Rating
Teaching spaces are not suitable for teaching under COVID-19 regulations	Tutor and Pupils	Teaching space must be large enough for tutor and pupil to maintain social distancing. Furniture in the room may need to be moved to allow for this and this should be done before the tutor arrives at school. Any furniture not needed in the teaching space should be removed if possible.	School to arrange teaching space before the first visit	6
		Additional space may be required for the teaching of singing, woodwind and brass playing to mitigate aerosol build up. BEAT suggests the use of spaces where 3m social distancing is possible for these instruments.	School	4
		Rooms should be well ventilated at all times. Windows should remain open and air conditioning on if the room has no external ventilation. Air conditioning should be using a fresh air supply, and not use wholly recirculated air unless there is also a fresh air supply to the room.	School	4
		In settings where young people may struggle with social distancing, markings on the floor could be used to show the space where the tutor should be and where the pupil would be. Tape, chalk markings or hoops could be used to show this.	If schools feel this is needed, they should discuss with BEAT	4
Surface transmission through clothing	Tutor and Pupils	Tutors should follow BEAT's dress code regarding suitable attire for school and in addition should not wear items of clothing that could further transmit COVID-19 – scarves, ties, long loose clothing.	Tutor	4

1. BEAT Tutor visiting schools

Hazard	Who is at Risk	Current control measures	Who is responsible	Residual Risk Rating
Suspected and confirmed cases of COVID-19	Tutor and Pupils	Tutors to carry personal mobile phones and in the event of a child displaying symptoms of COVID19, they should call the school office who will then deal with the case in accordance with school policy.	School and BEAT Tutor	6
		If the tutor displays symptoms of COVID-19 they should follow current government guidelines, self-isolating until they have been tested. They should not attend any face to face teaching scheduled that day but must inform both the school and BEAT office immediately.		4
		If a tutor tests positive for COVID-19, they should contact the BEAT office to inform them. BEAT will then contact all schools affected. The school should then follow their own Risk Assessment procedure to contact any pupils or staff who have been in contact with the tutor. Any teaching space used by the tutor should be deep cleaned in accordance with the school guidance.		6
Changes to school arrival and departure times	Tutor	Tutors should be advised of any times when they cannot enter or leave the school premises, if these have been changed due to COVID-19 guidance, to avoid busy drop off and pick up times.	School to inform tutor before first visit	3

2. Individual Instrumental/Vocal Tuition

Hazard	Who is at Risk	Current control measures	Who is responsible	Residual Risk Rating
Safeguarding	Tutor and Pupil	Schools and tutors need to ensure that all safeguarding precautions are in line with both the current government guidance and school arrangements.	School and BEAT	6
Surface transmission via instruments	Tutor and Pupil	Tutors and pupils should only use their own instruments at all times. If the tutor does need to check or mend an instrument, they should wear gloves or hand sanitise before and after. If possible, an instrument should be wiped with an alcohol based wipe before fixing and then again on return to the pupil.	Tutor and BEAT Alcohol based wipes provided by School or BEAT if requested	6
		Teachers must not play on students' instruments, even to diagnose a problem. If a tutor needs to demonstrate on a piano, a separate keyboard must be provided by either the tutor or the school.		4
		Drum tutors should have their own sticks for demonstration purposes.		6
		Tutors should wear a mask if practical and agreed with the school. A mask can be removed for playing if necessary but worn at other times during lessons.		4
Airborne transmission	Everyone	Teaching rooms for 1-1 should be well ventilated at all times. Windows should remain open and air conditioning on if the room has no external ventilation. Air conditioning should be using a fresh air supply, and not use wholly recirculated air unless there is also a fresh air supply to the room.	School and BEAT	6
		Any teaching room that is accommodating different students or groups of students one after another should be aired between uses to allow for some air exchange. BEAT suggests a minimum of 5 minutes after each individual lesson and a 15 minute break away from the room every hour.	BEAT Tutor	6
		Woodwind instruments with a bell that can release condensation should have the bell covered with a disposable cloth kept in place with an elastic band. These should be changed through the lesson as necessary and disposed of in a lidded bin.	Pupils / Tutors to provide cloths if needed.	6

2. Individual Instrumental/Vocal Tuition

Hazard	Who is at Risk	Current control measures	Who is responsible	Residual Risk Rating
Surface transmission via sheet music	Everyone	Tutors should avoid touching pupils' sheet music and vice versa. Tutors' and pupils' sheet music should be on separate music stands. Pupils should make any markings or notes themselves, using a pencil they have brought to the session.	Tutor and Pupil	4 4
Airborne transmission – further precautions.	Tutor and Pupil	Tutors should wear a mask if practical and agreed with the school.	If schools feel this is needed, they should discuss with BEAT.	4

3. Whole Class Ensemble Tuition

Hazard	Who is at Risk	Current control measures	Who is responsible	Residual Risk Rating
Airborne transmission	Everyone	All lessons should take place outside if at all possible or in a large well ventilated room, allowing for social distancing in line with school policy. Additional space may be required for the teaching of singing, woodwind and brass playing to mitigate aerosol build up. BEAT suggests the use of spaces where 3m social distancing is possible for these instruments.	School and BEAT	6
		All participants must respect social distancing according to school's COVID policy. Tutor(s) should be at least 2m from nearest player at all times and 3m where practical.	School and Tutor.	6
		Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player.	School and Tutor	6
		Woodwind instruments with a bell that can release condensation should have the bell covered with a disposable cloth kept in place with an elastic band. These should be changed through the lesson as necessary and disposed of in a lidded bin. (This should be in place if the instrument will release condensation through the session. If the instrument is not being played for longer than 15 minutes in total this may not be necessary.)	School to provide a lidded bin in the teaching space Pupil to provide cloths if they are needed.	6
Airborne transmission	Tutors	Tutors should wear a mask if practical and agreed with the school.	School and BEAT	6
		Tutors should not be asked to teach in classrooms that the same children have occupied all day, and should avoid entering these classrooms. The teaching space should also not have just been occupied by another group without airing.	School and BEAT	6
Surface transmission when tuning	Tutors and pupils	Tutors to wear gloves when tuning pupil instruments, or sanitise before and after.	BEAT to supply gloves	6

3. Whole Class Ensemble Tuition

Hazard	Who is at Risk	Current control measures	Who is responsible	Residual Risk Rating
Surface transmission via touch surfaces (handling and playing)	Everyone	<p>Enhanced hand hygiene should be routinely observed.</p> <p>Teachers should have their own instrument for demonstration.</p> <p>Sharing mouth pieces on blown instruments is not considered safe and is therefore not permitted. Sharing instruments is very strongly discouraged. (Instruments that are not mouth-blown can only be shared if instruments are cleaned between users.)</p> <p>Please see guidance below about distribution and collection of instruments</p> <p>If instruments are stored together after the lesson they should be labelled to ensure that instruments/mouthpieces are returned to the correct player</p> <p>Recorders should not be stored in boxes where the mouth pieces can touch unless they are in cases or have been cleaned in a dishwasher</p> <p>Pupils should assemble and pack away their own instrument, cleaning it with a cloth that is either stored in the case with the instrument or disposable. If cloths are disposable, they should be disposed of in a lidded bin.</p>	BEAT and Tutor	6
Surface transmission	Everyone	If books or music are used, each pupil should have their own copy for the duration of the programme. Where possible, resources should be projected.	BEAT and Tutor	4

4. Ensembles/groups

Hazard	Who is at Risk	Current control measures	Who is responsible	Residual Risk Rating
Airborne transmission	Everyone	All lessons should take place outside if at all possible or in a large well ventilated room, allowing for social distancing in line with school policy. Additional space may be required for the teaching of singing, woodwind and brass playing to mitigate aerosol build up. BEAT suggests the use of spaces where 3m social distancing is possible for these instruments.	School and BEAT	6
		2m social distancing must be in place for all players. Tutor(s) should be at least 2m from nearest player at all times and 3m where practical.	Tutor/Conductor	6
		Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player.	Tutor/Conductor	6
		Woodwind instruments with a bell that can release condensation should have the bell covered with a disposable cloth kept in place with an elastic band. These should be changed through the lesson as necessary and disposed of in a lidded bin. (This should be in place if the instrument will release condensation through the session. If the instrument is not being played for longer than 15 minutes in total this may not be necessary.)	School to supply for school ensembles BEAT to supply for BEAT ensembles	6
Surface transmission	Pupil	Players must be one to each stand	Pupils and Tutor/Conductor	6
		Players should put up and take down their own stands		4
		Where possible, players should retain their own music. Where this is not possible, pupils should place their own music in a plastic wallet. Whoever is collecting this should wash their hands once the music has been collected in and social distancing should be maintained during collection (ideally after other players have left).	School to supply for school ensembles BEAT to supply for BEAT ensembles	4
		Shared instruments (percussion, keyboards) will need to be cleaned appropriately between users.		6

5. Collection, delivery and reallocation of instruments - NB. this also applies to hire instruments

Hazard	Who is at Risk	Current control measures	Who is responsible	Residual Risk Rating
Surface transmission	Everyone	Before any session, tutors and pupils must wash their hands with soap and water or according to school practice.	School/Tutor to ensure pupils wash hands	6
		Ideally, instruments will be distributed by tutors and teachers before the session. At the end of the session, instruments should be collected in the same way as distributed. Teachers and tutors should wash their hands immediately if they have collected the instruments.	School and Tutor	6
		After collection, instruments should be cleaned before being used by another group. Consideration must be taken for the material the instrument is made of. If the instrument will be damaged by soap and water or disinfectant wipes, it should be stored before further handling, for 48 hours or 72 hours for plastics.	School and Tutor	6
		Pupils should assemble and pack away their own instrument, cleaning it with a cloth that is either stored in the case with the instrument or is disposable. If cloths are disposable, they should be disposed of in a lidded bin.	School and Tutor	6
Surface transmission	BEAT tutor	If instruments are being delivered to a venue by the service or tutor, clean disposable gloves provided by BEAT should be used on arrival to carry instruments into the venue.	BEAT to provide gloves	4
Airborne transmission during distribution and collection	Everyone	Care should be taken to maintain appropriate social distancing during distribution and collection of instruments. Where possible, instruments should be distributed by teachers or set out by tutors before the session.		6

NOTES

Remember:

- This is a legal document: you must do (or ensure that people working for you do) what you say in it.
- Risk assessments must be reviewed at least annually or when there is an incident, i.e. in this case, if someone falls ill after taking part in the activity.
- For the purposes of Health & Safety, if you have not recorded it, you have not done it.

Risk rating

How likely is the activity to result in actual harm (1-5)?		Likelihood less more	5					
			4					
			3					
How severe would the consequences be (1-5)?			2					
			1					
				1	2	3	4	5
Risk rating (likelihood x severity)				better worse Severity				

Additional control measures to reduce the Initial Risk Rating

These are new measures identified to reduce the risk rating. It is usually easier (and it is perfectly acceptable) to reduce the likelihood of harm rather than the severity.

It is not necessary to implement additional control measures for every hazard identified. Prioritise the hazards you have identified and ensure that control measures are reasonable and proportionate.

	Hazard	Who is at risk?	Control measure(s)	Who is responsible?
1	Airborne transmission	Tutor	Teach outside; teach in a larger room; improve ventilation; reduce group size; consider wearing a mask.	
2	Surface transmission	Students and tutor	Cleaning of handling and playing surfaces will depend on the instrument – see <i>Music Unlocked</i> . Bear in mind that pianos and drum kits are shared instruments. Consider how risks from reeds and venting of spit valves will be mitigated.	
3	Airborne and surface transmission	Students and tutor	How are lesson changeovers managed to ensure the airing of the room and avoid students overlapping	
4	Airborne and surface transmission	Students and tutor	Is it appropriate to adopt or adapt the suggested Code of Conduct in <i>Music Unlocked</i> ?	
5	Airborne and surface transmission	Students and tutor	If any of the above are not possible (either one week or at all), could lessons be provided remotely over video-conferencing, e.g. with the tutor in another practice room on the school's network?	

Advice on specific instruments, room layout and cleaning equipment is in the *Music Unlocked* Providers' document <https://www.musicmark.org.uk/resources/music-unlocked-guidance-for-schools-and-music-providers/>

After control measures, calculate the Residual Risk Rating

Risk rating:	1-6	Green	Monitor to ensure control measures are implemented consistently and that the rating remains valid.
	8-12	Amber	Try to identify additional controls to reduce the risk. Ensure that control measures are implemented consistently and look to improve by the next review.
	15-25	Red	Cease this activity until additional controls can be put in place to manage the risk.