

PETERBOROUGH MUSIC HUB - COVID-19 IN-SCHOOL ACTIVITY RISK ASSESSMENT

Date: 22nd July 2020

Assessors Name: Morag Richardson

Review Date: November 2020

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Schools will have undertaken their own risk assessments.

We ask schools to inform any visitors to the school of anything specific to their site beyond the measures detailed below.

1. TUTORS VISITING SCHOOLS				
HAZARD	WHO IS AT RISK?	CONTROL MEASURES	WHO IS RESPONSIBLE?	RISK RATING
Tutors/ visitors to school unknowingly carrying COVID19	Everyone	<ul style="list-style-type: none"> On entering the building, visitors should wash their hands. Tutors should be informed of which bathroom they can use and the route that needs to be taken to get to there. Where possible this should avoid internal routes. Tutors should bring their own pen to sign in Tutors should be advised of the route to the teaching space provided to avoid crossing bubbles. Tutors should stay in the teaching space for the duration of the session, the only exception being bathroom breaks. Pupils should make their own way to the teaching space for the lesson to avoid the tutor having to walk through class bubble space. 	<p>School to make hand washing available.</p> <p>Tutors to carry pen.</p> <p>School to inform tutor.</p>	<p>6</p> <p>4</p> <p>4</p>
Changes to emergency procedures due to Covid-19 precautions	Tutors and pupils	<p>Tutors should be informed of what to do in the event of a fire alarm or other emergency.</p> <ul style="list-style-type: none"> Where is the assembly point? What is the expected route to the assembly point? In the event of a fire, tutors should escort any pupils to the assembly point and pass them over to the care of school staff. 	School to inform the tutor.	4
Transmission due to contamination of	Everyone	<ul style="list-style-type: none"> Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance. All teaching spaces should be cleaned in accordance to these guidelines. 	School	6

teaching space and shared equipment		<ul style="list-style-type: none"> Between each pupil/class, tutor should wipe down any resources that will be used for the next pupil with a disinfectant wipe. 	Tutor	4
Waste disposal process in place for potentially contaminated waste.	Everyone	<ul style="list-style-type: none"> 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 to COVID19 cleaning guidance and disposed of at the end of the day in accordance to the school's risk assessment. 	School to provide lidded bin in the teaching space.	6
Teaching spaces are not suitable for teaching under COVID19 regulations	Tutors and pupils	<ul style="list-style-type: none"> 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. Rooms should always be well ventilated. If the room has no external ventilation, windows should remain open and the air conditioning on if available. 	School to arrange the teaching space before the first visit. School	4
Suspected and confirmed cases of COVID19	Tutors and pupils	<p>Approach to suspected Covid-19 cases during the session.</p> <ul style="list-style-type: none"> Tutors to carry a personal mobile phone and in the event of a child displaying symptoms of Covid-19 they should call the school office who will then deal with the case in accordance with their school policy. If the tutor displays symptoms of Covid-19 they should follow current government guidelines, self-isolating until they have been tested. If a tutor tests positive for Covid-19 they should inform the schools and Peterborough Music Hub. 	School and tutor	6

2. WHOLE CLASS INSTRUMENT TUITION (NON-BLOWN INSTRUMENTS)

HAZARD	WHO IS AT RISK?	CONTROL MEASURES	WHO IS RESPONSIBLE?	RISK RATING
Airborne transmission	Everyone	All participants to respect social distancing of at least 2m.	School	6
	Adults	Tutor to be at least 2m from nearest player at all times, 3m if this is practical.	School and Tutor	6
Surface transmission via touch surfaces (handling and playing)	Everyone	<ul style="list-style-type: none"> Enhanced hand hygiene is routinely observed. Instruments that are not mouth-blown can be shared if they are cleaned between users. Tutors should have their own instrument for demonstration. 	School and Tutor	6
Surface transmission	Everyone	<ul style="list-style-type: none"> If books are used, each pupil should have their own copy for the duration of the WCIT course. Where possible use of projection such as Smartboards and/or Charanga should be used. 	School and Tutor	4

3. COLLECTING AND REALLOCATING INSTRUMENTS

HAZARD	WHO IS AT RISK?	CONTROL MEASURES	WHO IS RESPONSIBLE?	RISK RATING
Airborne transmission	Everyone	<ul style="list-style-type: none"> Adults – To be at least 2m from pupils at all times. If pupils are collecting their own instruments they must maintain 2m social distancing and must not touch any instrument other than their own. 	School and Tutor	6
Surface transmission	Everyone	<ul style="list-style-type: none"> Before any session, tutors, class teachers and pupils must wash their hands with soap and water or use hand sanitising gel. Instruments should be wiped with an antibacterial wipe which should then be disposed of in a lidded bin. 		6

	<p>Music Hub Staff, Teachers and Tutors</p>	<ul style="list-style-type: none"> • Ideally instruments will be distributed at the start of the session by the tutor and/or class teacher. • At the end of the session, instruments should be collected in the same way they were distributed. • Teachers/Tutors should wash their hands immediately if they have collected the instruments. • If instruments are being delivered to a venue by the Hub or by a tutor, clean disposable gloves should be worn on arrival to carry the instruments in to the venue. 	<p>Music Hub and Tutor</p>	<p>4</p>
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I accept the details of the assessment and will ensure that any recommendations/actions it identifies are acted on:

Line Manager (Print Name): Kirsten Goldthorp

Signature: *M Richardson*

Date: 22nd July 2020

Review Dates: November 2020

RESIDUAL RISK RATING

How likely is the activity to result in actual harm (1-5)?	
How severe would the consequences be (1-5)?	
Risk rating (likelihood x severity)	

Likelihood	5					
	4					
	3					
	2					
	1					
		1	2	3	4	5
		better		worse		
		Severity				

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.