

Risk Assessment

Covid 19 – HMS Staff Teaching in Schools

RISK ASSESSMENT FOR: Hertfordshire Music Service	Risk being assessed: Covid 19 – HMS Teachers teaching music in Hertfordshire schools	
Establishment: In Hertfordshire schools	Assessment by: Liz Goscomb and Sue Pettitt	Date: 25 February 2021
Risk assessment ref: HMS RA: Covid-19 HMS Music Teaching in Schools	Manager Approval Ben Stevens	Date: 25 February 2021

Assessment review effective from: 03/08/2021

Next assessment review date: 31/12/2021

In addition, the risk assessment must be reviewed following any significant changes and after update of government advice relating to Covid-19. A review must also take place a year after the risk assessment is produced.

PLEASE NOTE: It is essential that teachers ensure they understand the local control measures and planning with each individual school venue they teach at. Staff should regularly check the HMS school COVID guidance update page on the HMS website [here](#).

Updates to the Risk Assessment:

V8 – Step 4 of the UK government roadmap out of COVID-19 restrictions are now reflected in this document.

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<p>Transmission via asymptomatic carriers</p>	<p>Everyone</p> <p>Spread of COVID-19</p>	<p>Staff</p> <p>HMS staff will be advised to continue to participate in the asymptomatic testing (LFD) programme with twice weekly home tests per week. This will be reviewed at the end of September as advised by central government in the schools guidance.</p> <p>Positive tests will be logged also to MusicHR at HMS.</p> <p>Staff with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the staff member can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p>Pupils</p> <p>All primary age pupils do not need to and are not expected to take part in regular asymptomatic testing.</p> <p>All secondary age pupils will resume testing as part of their school control measures in September on their return to school. The same guidance applies to secondary pupils as staff working in schools.</p> <p>Close contacts and isolation</p> <p>Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically</p>	<p>Continue to inform central HCC of any positive test results.</p> <p>Update all HMS staff on this update at CPD events in early September in person, via the website and by email.</p>	<p>Michael Mabbitt and MusicHR team</p>	<p>Ongoing</p>	

		<p>identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</p>				
<p>Expectant mothers – particularly those with existing underlying health conditions</p>	<p>Pregnant employees</p> <p>Increased risk of becoming severely ill and of pre-term birth if they contract COVID-19.</p>	<p>Pregnant employees</p> <p>Any employee who is pregnant at any stage of gestation should have completed an individual risk assessment.</p> <p>If an employee is 28 weeks pregnant and beyond, or if they are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, therefore they should take a more precautionary approach.</p> <p>This is because although they are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, they have an increased risk of becoming severely ill and of pre-term birth if they contract COVID-19.</p> <p>As the employer, we should ensure they are able to adhere to any active national guidance on social distancing.</p> <p>For many workers, this may require working flexibly from home in a different capacity e.g. teaching online.</p> <p>All employers should consider both how to redeploy these staff and how to maximise the potential for homeworking, wherever possible.</p> <p>Where adjustments to the work environment and role are not possible (e.g. manufacturing/retail industries) and alternative work cannot be found, suspended on paid leave should be considered.</p>	<p>Review individual risk assessments in light of the new guidance, particularly on social distancing.</p> <p>Continue to follow recommendations from this assessment.</p>	<p>Line manager or HR team</p>	<p>As required</p>	

		Any pregnant employee should not be required to continue working if this work is not supported by a risk assessment.				
Clinically Extremely Vulnerable (CEV)	Employees/ Pupils Spread of COVID 19	<p>Employees From 1st April 2021, CEV staff were no longer advised to shield. From 19 July 2021, social distancing guidance no longer applies in England and UK government are no longer advising people to work from home if they can.</p> <p>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take.</p> <p>HMS staff will be invited to review their risk assessment and have a 1:1 discussion with their HMS Performance Manager/Line Manager to discuss return to work and safe working practices where necessary. Support will be discussed and provided.</p> <p>Staff are encouraged to raise any concerns with their Line Manager.</p> <p>Additional advice on supporting CEV staff is available at https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>	Review individual risk assessments for CEV staff where requested or advised – especially if they are not able to work from home. Implement these measures based on the risk assessments.	Performance Managers (1:1 discussion) Line Managers (Individual Risk Assessment, where required)	Before teaching resumes at a school	
Suspected case of Covid 19 before attending or whilst working on site	Employees/ Visitors/ Pupils Spread of COVID-19	<p>HMS will continue to update guidance and brief staff in new/ updated requirements as and when new government guidance is introduced.</p> <p>It is anticipated that schools will further reinforce these messages through local information and highlighting messages via signage (e.g. sign at the entrance of the building advising that symptomatic people must not enter the premises.</p> <p>COVID symptoms present or positive case before leaving home:</p> <p>It is expected that everyone will self-isolate immediately if:</p> <ul style="list-style-type: none"> • you have any symptoms of COVID-19 (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste) • you've tested positive for COVID-19 – this means you have the virus • someone you live with has symptoms or tested positive • you've been told you've been in contact with someone who tested positive – find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app 				As

		<ul style="list-style-type: none"> • you have arrived in England from abroad from a 'red list' country, or from an 'amber list' country and not been fully vaccinated – see GOV.UK: how to quarantine when you arrive in England <p>When self-isolating:</p> <ul style="list-style-type: none"> • do not go to work, school or public places – work from home if you can • do not go on public transport or use taxis • do not go out to get food and medicine – order it online or by phone, or ask someone to bring it to your home • do not have visitors in your home, including friends and family – except for people providing essential care • do not go out to exercise – exercise at home or in your garden, if you have one <p>COVID symptoms present or positive case whilst at a school site (staff):</p> <p>If you develop COVID-19 symptoms, however mild, whilst at a school site you should go home immediately and follow public health advice on self-isolation and testing.</p> <ul style="list-style-type: none"> - Immediately advise a contact at the school – following any school specific instruction. Take care to minimise walking through the school - Go home immediately and follow the public health advice. - Notify your Line Manager; - Follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed; - Arrange to have a test for COVID-19 for as soon as possible and advise their Line Manager of the outcome (They must liaise with their Line Manager and schools(s) directly before returning to work). Also confirm with your Line Manager that the schools have given clearance to return. <p>Line Manager Actions</p> <p>The Line Manager will maintain regular contact during this time and follow the HCC guidance: https://hertfordshire.interactgo.com/Interact/Pages/Content/Document.aspx?id=5785</p> <p>The Line Manager's actions will include reassuring and supporting employees.</p> <p>If a Pupil in a music lesson becomes unwell with Covid-19 symptoms</p> <p>The Music Teacher must let a member of school staff know immediately and will follow the school's instructions.</p>	<p>Staff who are tested for Covid-19 to inform their line manager of a positive result.</p> <p>Managers to follow process here.</p>	<p>All Staff</p> <p>Line managers</p>	<p>required following a positive result.</p> <p>As required following a positive test result.</p>	
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<p>Being able to implement personal hygiene measures</p>	<p>Employees Visitors/ Pupils</p> <p>Spread of COVID-19</p>	<p>Hand hygiene Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.</p> <p>Respiratory hygiene The 'catch it, bin it, kill it' approach continues to be very important. People are reminded not to touch their eyes, nose and mouth before washing their hands.</p> <p>Cleaning touch points Staff advised to put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces. Cleaning guidance here: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>Food and Drink Staff will be encouraged to bring their own food, drinks and water container (with a reminder not to bring allergen foods (e.g. nuts etc) to continue to minimise emergency risk. It is recommended that face to tap water fountains are not used, even if available at schools.</p>		<p>All staff</p>	<p>Ongoing</p>	
<p>Minimising Contact and Maintaining Social Distancing</p>	<p>Everyone</p> <p>Spread of COVID-19</p>	<p>Social Distancing Whilst all social distancing guidance has been removed, HMS advise to keep a minimum distance of 1m in spaces where adequate ventilation can be achieved.</p> <p>Face Coverings Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. <i>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet.</i> Staff to liaise with schools on face covering guidance in corridors etc. however HMS supports any teacher that wishes to continue to wear a face covering in</p>	<p>Arrange briefing update with School(s)</p>	<p>All staff</p>	<p>Before resuming teaching at site for first time</p>	

		<p>communal areas where social distancing is more difficult. Face coverings should not be worn in lessons anymore provided adequate ventilation and a sensible distance between teacher and pupil can be achieved.</p> <p>Staff should be aware that as part of any outbreak management plan, face coverings may be reintroduced for a temporary period where advised by a director of public health.</p> <p>Bubbles It is no longer necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used in schools from the autumn term.</p> <p>Staff should be aware that as part of any outbreak management plan, bubbles may be reintroduced for a temporary period where advised by a director of public health.</p> <p>Group Teaching and Ensembles As social distancing rules and the use of bubbles in schools has been removed, there are no longer any restrictions on the number of pupils that can take part in group lessons or which pupils can take part in any session. In cases of local outbreaks, some restrictions may be temporarily reintroduced as a last resort.</p> <p>Consideration should be given to the number of pupils in a room with reference to the ventilation of the space, sensible distancing between pupils and ensuring pupils continue to practice good personal hygiene.</p> <p>Sharing equipment Any shared equipment (e.g. drumsticks, kits or piano keyboards) should be cleaned between students, using basic detergent wipes or sprays.</p> <p>Any background or accompanying music should still be kept to levels so teachers and pupils are not encouraged to raise their voices unduly.</p> <p>It is sensible to ask pupils to be positioned side-to-side when playing or singing and not facing each other.</p> <p>Wind and brass players must be positioned so that the air from their instrument does not blow into another player.</p>	<p>Staff to keep up to date on any restrictions in each school site they work.</p> <p>Staff to keep up to date on any restrictions in each school site they work.</p> <p>Staff to keep up to date on any restrictions in each school site they work.</p>			
Airborne transmission	<p>Employees Visitors/ Pupils</p> <p>Spread of COVID-19</p>	<p>Ventilation Ventilation guidance is here. An useful video is available here: https://www.youtube.com/watch?v=hkK_LZeUGXM&t=149s</p>	<p>Staff to discuss the ventilation of their</p>	All staff	Ongoing	

		<p>When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.</p> <p>Schools should identify any poorly ventilated spaces as part of their risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example, school concerts.</p> <p>HMS advice is to not teach in any room with no ventilation. Minimum ventilation should be agreed with the school as part of their site risk assessment; however a basic guide of adequate ventilation would be a room with natural ventilation (open window and/or door) or mechanical ventilation (not systems that simply recirculate the same air in the room though).</p> <p>Mechanical ventilation is a system that uses a fan to draw fresh air or extract air from a room. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.</p> <p>If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.</p> <p>Where mechanical ventilation systems exist, schools should ensure that they are maintained in accordance with the manufacturers' recommendations.</p> <p>Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).</p> <p>Consideration should be given to balance the need for increased ventilation while maintaining a comfortable temperature.</p> <p>Singing Whilst there are no longer any restrictions on singing in schools, singing should still favour quality of sound and quieter singing which would generate fewer airborne particles.</p>	teaching space with each school.			
Transmission of Covid-19: Contact Points	<p>Employees</p> <p>Visitors/ Pupils</p>	<p>Wash hands before and after handling any instruments.</p> <p>Cleaning touch points</p> <p>Staff advised to put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.</p>	.	All staff	Ongoing	

	<p>Spread of COVID-19</p>	<p>Cleaning guidance here: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>Staff and pupils will use their own instruments in schools, with the exception of drums, percussion and keyboards. Drummers will use their own drumsticks.</p> <p>Staff will wipe down their instrument, stand any other equipment using disinfectant wipes or soapy water before and after lessons. Pupils will be asked to do the same.</p> <p>At the end of the session, teachers will wipe down all equipment and also the teaching room's door handle and light switch.</p> <p>Pupils will bring their own music and pencil.</p> <p>Tuning pupil's instruments - Staff should wash hands before and after handling any pupil instruments.</p> <p>Pupils to have their own music, or music could be projected.</p> <p>If a pupil forgets their instrument, an HMS teacher or pupil owned instrument must not be shared. A school instrument can only be shared provided if this is agreed with the school. It must be cleaned meticulously before and after the use.</p> <p><i>Additional/ highlighted measures by teaching activity:</i></p> <p>Face to Face Teaching Where possible, pupils should write in their own practice books using their own pencils and pens. However, this might not always be possible, if a teacher needs to write in a practice book they must wash/sanitise their hands before and after making an entry in the practice book. Alternatively, information can be sent electronically to parents.</p> <p>Group Teaching Where possible, pupils should write in their own practice books using their own pencils and pens. However, this might not always be possible, if a teacher needs to write in a practice book the they must wash/sanitise their hands before and after making an entry in the practice book. Alternatively, information can be sent electronically to parents.</p> <p>Ensembles If equipment, such as microphones are used, they must not be shared. Equipment must be cleaned before and after use and between users / groups</p> <p>First Access lessons Class Teachers will take any notes re pupils.</p>				
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		<p>Sharing of woodwind / brass instruments must not take place, including using a different mouthpiece on the same brass instrument. However individual pupils and staff can still use their own, individual instruments.</p> <p>Sets of 'non-blown' instruments (e.g. violin, cello, guitar, djembe etc.) can be used by another class, as long as they are cleaned appropriately before and after use, preferably by the pupil using the instrument.</p> <p>Avoid sharing instruments and equipment wherever possible - name labels can be used on equipment to help identify the designated user, for example, a violin case or Djembe drum.</p> <p>Singing If needed, words could be projected or if issued to pupils, they must retain their own copy of any music – it could be kept in individual, named bags.</p>				
Cleaning	Employees/ Visitors/ Pupils	<p>The schools will have in place a cleaning schedule will support thorough cleaning and enhanced cleaning of toilets, flushes, locks and handles, as well as other items like touchpoints.</p> <p>Any concerns should be reported to the school.</p> <p>Instruments, stands and any other shared equipment must be cleaned before and lessons.</p> <p>HMS recommend not sharing instruments wherever possible, particularly instruments that are more difficult to clean regularly – many instruments are not designed to be cleaned regularly in the ways described below and the useable life of the instrument may be significantly impacted.</p> <p>Instrument/ equipment cleaning: Further guidance on cleaning instruments can be found here: https://www.ism.org/advice/instrument-hygiene-preventing-the-spread-of-covid-19-when-performing-or-teaching</p> <p>Woodwind: Disinfectant wipes and/or sprays are effective but bear in mind that most instruments contain multiple materials. Some disinfectant products will damage the pads of woodwind instruments and varnished or polished finishes. Instruments or parts of instruments made entirely from plastic may be submersed. The same applies to brass instruments but take the valves out first and set them aside. Recorders can even be cleaned in the dishwasher in the top rack.</p> <p>Do not immerse or soak woodwind instruments with cork joints or with keywork as it may damage pads: this includes flute head joints, as it will damage them,</p>		All staff	Ongoing	

		<p>woodwind instruments should at minimum be dried in and out with swabs or pull-throughs to limit microbial growth.</p> <p>Brass: It is extremely important to clean the mouthpiece using an appropriately sized mouthpiece brush, to ensure that all dirt and debris are removed.</p> <p>Piano: Piano keyboards must be cleaned before and after each use. Plastic piano and electronic keyboards can be wiped with disinfectant wipes (unplug electronic equipment first). Do not spray them as residues may harm key mechanisms. Ideally dry keys off afterwards. Ivory keys will be damaged by most disinfectant products. Clean them with a cloth dipped in soapy water and wrung out; leave the residue on for thirty seconds and wipe with a dry cloth.</p> <p>Percussion: The handles and straps of percussion instruments and beaters should be wiped. Primary school percussion trolleys may not be practical for now unless all instruments and the trolley can be cleaned after each use. Instruments might be allocated to classes or set aside for 72 hours between uses to avoid cross-contamination if they local stocks, circumstances and needs allow.</p> <p>Strings/Guitar: For wooden instruments, follow manufacturers' instructions or test your cleaning product on an inconspicuous surface. Chinrests, the neck and fingerboards of violins and violas should be wiped, along with the lower end of the bow.</p> <p>Music Tech: Knobs, buttons, sliders etc on ICT equipment, amplifiers, backlines, CD/MP3 players and so forth should be wiped with antiseptic wipes. Do not use sprays or soaked cloths, to avoid liquids getting inside equipment.</p> <p>Pop screens should be used with microphones to reduce contamination. Always unplug equipment from the mains before cleaning.</p>				
Access/ Egress to site	<p>Staff / wider contacts</p> <p>Public</p>	<p>THIS SECTION SUMMARISES THE MEASURES THAT ARE LIKELY TO BE IN PLACE FOR ACCESSING AND LEAVING THE SCHOOL. THE TEACHER SHOULD ARRANGE A BRIEFING WITH ALL THE SCHOOLS THEY TEACH AT TO UNDERSTAND SITE SPECIFIC COVID-19 WAYS OF WORKING. THEY MAY HAVE BEEN REFERENCED IN EARLIER SECTIONS OF THE RISK ASSESSMENT.</p> <p>On arrival at a school Staff must use sanitiser provided at the entrance to the building or if this is not possible, they must wash their hands thoroughly.</p>		All staff	Ongoing	

	Spread of COVID 19	Check with the school whether a one-way system in operation in the building or there are any other requirements, such as restrictions with entering/ exiting the building. Follow directional signage when moving round a school.				
Evacuation of the Building	Employees/ Contractors/ Visitors/ Pupils	The Teacher should understand site specific arrangements in place part of the Covid-19 Ways of Working briefing from the school(s) they teach at.		All staff	As required	
Staff mental health	Staff	Line managers to maintain contact with staff working remotely during this time to monitor wellbeing and maintain team connections. Awareness and focus on the importance of mental health at times of uncertainty. The government has published https://www.nhs.uk/every-mind-matters/ Regular reminders of the Employee Assistance Programme and other wider support available are provided in HMS Bulletins and Huddles by COO.	Line managers or performance managers are to perform staff 1-2-1's and keep team in contact with each other	All Managers	Ongoing	
Staff physical health	Staff Upper limb disorders	Provision of computer peripherals (mice, keyboards) can be made available to staff working remotely. Staff to put into place principles of the office set up at home, raising any specific concerns or equipment needs as part of their DSE assessment and then with their Line Manager Staff must follow any risk assessments that apply to their role and/ or any activity they undertake.	Teacher to complete DSE and raise any concerns with their Line Manager.	Teacher	30 th September 2020	Done

Guidance/ documents used:

Schools Guidance: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

Out of School Settings Guidance: <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/covid-19-actions-for-out-of-school-settings>

DCMS Guidance for events: <https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions>

HSE Ventilation Guide: <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

NHS Guidance

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

<https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>

Pregnant worker guide: <https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees>

CEV Guidance: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

<https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm>

HCC Manager Guide: <https://hertfordshire.interactgo.com/Interact/Pages/Content/Document.aspx?id=5785>

Cleaning guidance:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<https://www.ism.org/advice/instrument-hygiene-preventing-the-spread-of-covid-19-when-performing-or-teaching>

See also HMS RA – Stress in the Workplace – V1

Health and safety guidance and information is available on the intranet