

Risk Assessment

Covid 19 – HMS Music Teachers 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

PLEASE NOTE: IT IS ESSENTIAL THAT MUSIC TEACHERS LIAISE WITH SCHOOLS WHERE THEY ARE TEACHING.

- Music Teachers must ensure they are aware of any location specific information and requirements.
- Schools will provide information to Parents/ Carers and Pupils re general and location specific requirements.
- HMS will provide all HMS tutors with the required Personal Protection Equipment including any roller screens or instrument covers. Please note HMS will not provide pupils with instrument covers.
- Where pupils in year 7 (which would be children who were aged 11 on 31 August 2020) and above are educated, we recommend that face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils when outdoors on the premises.
- In addition, we now also recommend in those schools, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary

school do not need to wear a face covering. This additional precautionary measure is for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter 2021. As with all measures, it is under review and guidance will be updated.

- Music Teachers should regularly check the 'Corona Virus Update' page on the staff area of the HMS website [here](#) , which includes Staff Health and Safety Frequently Asked Questions.

Updates to the Risk Assessment:

V2 – Updated following BS & VR comments. The following added: First Access and Whole Class Tuition - Teacher must maintain 2m distance between themselves and any pupil or class teacher/staff. A face visor may be worn. Speaking volume should be reduced to minimize aerosol contamination.

V3 – Face Covering information changed after update in Government Guidance on 16/11/20: In schools where pupils in year 7 and above are educated, [face coverings](#) should be worn by adults (staff and visitors) and pupils when moving around indoors in corridors and other communal areas where social distancing is difficult to maintain.

V4

Group sizes for singing, woodwind and/or brass playing can now increase from 15 pupils max to a whole class (c. 30 pupils) but schools should still limit the numbers based on the capacity of the teaching space to account for social distancing and/or adequate ventilation. Pupils should be drawn from the same clear and consistent groups (bubbles) in place at the school. No coming together of pupils from different bubbles.

Larger groups e.g. more than a single class of 30, would need schools to undertake a specific risk assessment and demonstrate robust controls e.g. larger space, social distancing and good ventilation (min of 10l/s/person for all present).

Christmas performances to be virtual / recorded for parents, no audiences in order to minimise risks. All undertaken in same consistent school bubbles.

Where schools wish to bring pupils from different bubbles together for extra-curricular music, the limit of 15 pupils per group as per guidance for '[Out of School Settings](#)' comes into effect.

V5

25.02.2021: New government [guidance for schools](#) and [out of school settings](#) has been released/updated. Updated specific [advice for pregnant employees](#). Updated [ventilation guidance](#).

Addition of asymptomatic carrier risk

Addition of risk to new and expectant mothers

V6 07/04/2021: Update to CEV information due to pause in shielding advice from 31/03/2021 – highlighted in yellow.

V7 17/05/2021: Update to face coverings and group number limits.

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
Transmission via asymptomatic carriers	Employees / Pupils / Visitors / Extended family members Spread of COVID-19	25/02/2021: Employees HMS staff will be advised to participate in a school Lateral Flow Device testing programme with 2 tests per week logged with both the NHS Test and Trace programme and the school. Positive tests will be logged also to MusicHR at HMS. Tests will generally be home tests but teachers working on a secondary school site may be asked to join the school's on site testing programme prior to moving to using home test kits longer term. Staff identified as CEV will not be asked to attend the workplace and must remain at home until guidance changes. Any positive tests should be logged with central HCC via MusicHR and the staff member and anyone who lives with them should self-isolate for 10 days and follow the guidance issued with the test.	Continue to monitor and log which school each teacher has been 'adopted' by. Continue to log and inform central HCC of any positive test results.	Michael Mabbitt and MusicHR team	Ongoing	
New and/or expectant mothers – particularly those with existing underlying health conditions	Employees Spread of COVID-19	Pregnant employees Any employee who is pregnant at any stage of gestation should complete an individual risk assessment. Guidance is included here for what additional guidance to follow if the employee is more or less than 28 weeks pregnant and if they have any underlying health conditions. Any pregnant employee should not be required to continue working if this work is not supported by a risk assessment. Pregnant women are considered 'Clinically vulnerable' and in some cases 'Clinically extremely vulnerable' to COVID-19.	Completion of an individual risk assessment and follow recommendations from this assessment.	Line manager or HR team	As required	
Individuals with high risk factors – where they are more vulnerable to Covid-19	Employees/ Pupils Spread of COVID 19	Employees Music Teachers will have had a 1:1 discussion with their HMS Performance Manager to discuss return to work and safe working practices. Part of this will be to identify/ confirm any needs in relation to underlying health conditions and for example, BAME and disabled staff can raise any additional concerns or needs. Individual risk assessments will be completed where necessary and existing individual risk assessments, PEEPs etc. to be reviewed to	All staff are advised to work from home where possible. From 31st March CEV staff are now able to return to the workplace. Individual risk assessments for CEV staff to be reviewed if they cannot work from home	Performance Managers (1:1 discussion) Line Managers (Individual	Before teaching can commence at a school	Yes

		<p>take account of COVID transmission risk. Support will be discussed and provided.</p> <p>Individual risk assessment on role and social distancing to be undertaken for those in Clinically vulnerable groups and Clinically extremely vulnerable groups prior to any return to work in schools.</p> <p>Ensure extremely vulnerable persons are shielding themselves, following their specific medical advice. See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p> <p>Staff who are self-isolating should remain at home and work if appropriate.</p> <p>Line Managers to monitor the wellbeing of staff continuing to work from home.</p> <p>These messages will be included in Music Teachers guidance.</p> <p>Music Teachers are encouraged to raise any concerns with their Line Manager.</p> <p><i>Schools will manage Parent/ Carers information/ guidance for Pupils who are at an increased risk themselves/ live in a household with someone who is clinically vulnerable/ extremely clinically vulnerable</i></p> <p>Shielding for Clinically extremely vulnerable staff was paused on 31st March 2021</p> <p>Clinically vulnerable staff should work from home wherever possible, workplace attendance at a COVID secure site subject to individual risk assessment and additional controls.</p> <p>https://hertscc365.sharepoint.com/sites/intranet/Services/Resources/HR/Pages/Covid-19-Equalities.aspx</p> <p>Where staff can work from home they are to continue to do so. See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p> <p><u>Managers to monitor wellbeing of staff continuing to work from home and maintain team connections (via Microsoft teams etc.)</u></p>		Risk Assessment, where required)		
Suspected case of Covid 19	Employees/ Visitors/ Pupils	HMS will continue to update guidance and brief staff in new/ updated requirements as and when new government guidance is introduced.				

<p>whilst working on site</p>	<p>Spread of COVID-19</p>	<p><i>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.</i></p> <p>Staff are made aware of symptoms: high temperature (37.8 deg C or more), a new continuous cough or a loss of, or change, in their normal sense of taste or smell.</p> <p>They must self-isolate in event of symptoms/ household member self-isolating etc. as per Government guidance. If a music teacher experiences symptoms, they must let their Line Manager know and advise the schools where they are scheduled to teach. Line Managers must be advised if there is a difficulty with contacting the schools concerned.</p> <p>Testing: Music Teachers who develop symptoms should be tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the COVID-19: getting tested guidance.</p> <p>Tests can be booked online through the NHS website: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <p>Direct link is https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name or call 119 if they have no internet access.</p> <p>Details of testing in Hertfordshire where staff can attend for drive through testing are available on the intranet: https://hertscc365.sharepoint.com/sites/intranet/News/Pages/Mobile-drive-through-coronavirus-testing-available.aspx</p> <p>Once notified of the result a manager can make a referral to Occupational Health to support the employee.</p> <p>Staff who have previously tested positive should still self-isolate and be tested again if they become symptomatic.</p> <p>Becoming unwell whilst working at a school If a Music Teacher becomes unwell with a new continuous cough, loss of taste / smell or a high temperature whilst working at a school, they should:</p> <ul style="list-style-type: none"> - Immediately advise a contact at the school – following any school specific instruction. They should take care to minimise walking through the school - Go home immediately and follow the stay at home guidance; - Notify their 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 	<p>Music Teachers who are tested for Covid-19 to inform their line manager of result and date of test.</p> <p>Managers to log test details via the online form</p>	<p>All Music Teachers</p> <p>Line managers</p>	<p>As required following a test result.</p> <p>As required following a test result.</p>	
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		<p>schools(s) directly before returning to work). Also confirm with your Line Manager that the schools have given clearance to return.</p> <p>Self-isolation Music Teachers who are symptomatic or receive a positive test result must follow the guidance on self-isolation and not return until their period of self-isolation (at least 10 days) has been completed.</p> <p>Music Teachers who have a symptomatic household member must also stay at home and not leave the house for 10 days. The 10-day period starts from the day when the first person in the house became ill.</p> <p>If the Music Teacher develops symptoms during this 10 day period, they should book a test, where this test is positive they should continue to stay at home for at least 10 days. See https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>Line Manager Actions The Line Manager will maintain regular contact during this time and follow the HCC guidance: https://hertscc365.sharepoint.com/sites/intranet/Services/Resources/Communications/Pages/Coronavirus/Guidance-for-managers-who-have-staff-with-suspected-or-confirmed-coronavirus.aspx</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 The Music Teacher must let a member of school staff know immediately and will follow the school's instructions.</p>				
Being able to implement personal hygiene measures	<p>Employees Visitors/ Pupils</p> <p>Spread of COVID-19</p>	<p>As Music Teachers arrive at schools, they must wash their hands for 20 seconds and if this is possible use hand sanitiser.</p> <p>Music Teachers must adhere to a strict regime of handwashing – washing hands with soap regularly and thoroughly, for at least 20 seconds or sanitizing hands thoroughly.</p> <p>Handwashing/ sanitising is also recommended before and after a lesson.</p> <p>People are reminded not to touch their eyes, nose and mouth before washing their hands.</p> <p>Food and Drink</p>				

		<p>Music Teachers 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.</p> <p>It is recommended that face to tap water fountains are not used, even if available at schools.</p>																									
Minimising Contact and Maintaining Social Distancing	Employees Visitors/ Pupils	<p>17/05/2021: Face coverings should be worn by teachers/staff/visitors in all communal areas or corridors where social distancing is not possible. Updated guidance now states face coverings are no longer advised in classrooms/teaching spaces where 2m social distancing can be maintained.</p> <p>Music Teachers must main social distancing as per the government guidelines when teaching in schools wherever possible.</p> <p>Teaching must take place in a room with through ventilation – via an open window and/or door.</p> <p>Music Teachers must arrange a briefing on site specific Covid-19 Ways of Working with all the schools they teach at. As a minimum they must adhere to HMS Instrument Specific Guidance http://www.hertsmusicservice.org.uk/schools-covid-update/</p> <p><i>Additional/ highlighted measures by teaching activity:</i></p> <p>Face to Face Teaching</p> <p>Non-blown instruments</p> <table border="1"> <thead> <tr> <th>Instrument</th> <th>DfE Recommended social distance</th> <th>Minimum distance with additional control measures</th> </tr> </thead> <tbody> <tr> <td>Violin / Viola</td> <td>2m</td> <td>1m – Tutor must be separated from the pupil with a clear roller screen</td> </tr> <tr> <td>Guitar & Lower Strings</td> <td>2m</td> <td>1m – Tutor must wear a visor</td> </tr> <tr> <td>Piano / Keyboard</td> <td>2m</td> <td>1m – Tutor must wear a visor</td> </tr> <tr> <td>Drums</td> <td>2m</td> <td>1m – Tutor must wear a visor</td> </tr> </tbody> </table> <p>Blown instruments</p> <table border="1"> <thead> <tr> <th>Instrument</th> <th>DfE Recommended social distance</th> <th>Minimum distance with additional control measures</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Instrument	DfE Recommended social distance	Minimum distance with additional control measures	Violin / Viola	2m	1m – Tutor must be separated from the pupil with a clear roller screen	Guitar & Lower Strings	2m	1m – Tutor must wear a visor	Piano / Keyboard	2m	1m – Tutor must wear a visor	Drums	2m	1m – Tutor must wear a visor	Instrument	DfE Recommended social distance	Minimum distance with additional control measures				Arrange briefing with School(s)	Teacher	Before teaching at site for first time	
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	Spread of COVID-19		Read HMS Instrument Specific Guidance and if required, collect PPE	Teacher	Before teaching face to face for first time																						

		<p>Singing</p>	<p>2m+ (No control measures required at this distance)</p>	<p>1m – Tutor must wear a visor or use a roller screen.</p>										
		<p>Woodwind & Brass</p>	<p>2m+ (No control measures required at this distance)</p>	<p>1m – Tutor should use an instrument cover e.g. 'Moisture Guard' and the tutor must be separated from the pupil with a roller screen.</p>										
		<p>Instrument cleaning is included in the cleaning section of this RA.</p> <p>Group Teaching Social distancing to be observed, which may limit group numbers. Teaching rooms must be of a size that allows the group to social distance.</p> <p>Chairs and stands should be positioned a minimum of 2m apart. The Music Teacher/ leader must be a minimum of 2m from the group. Players must be one to a stand.</p> <p>Pupils should be drawn from the same clear and consistent groups (bubbles) in place at the school. No coming together of pupils from different bubbles in group lessons.</p> <p>Ensembles</p> <p>Pupils should be drawn from the same clear and consistent groups (bubbles) in place at the school. No coming together of pupils from different bubbles in ensembles.</p> <p>In schools, any group drawn from the same bubble can sing and play woodwind and/or brass instruments in a class (c. 30 pupils) but limit the numbers based on the capacity of the teaching space to account for social distancing and/or adequate ventilation.</p> <p>Chairs and stands should be positioned to enable social distancing and must never be placed so pupils are face to face.</p> <p>The Music Teacher/ leader must be a minimum of 2m from the group. Players must be one to a stand.</p>												
		<p>First Access</p> <table border="1"> <thead> <tr> <th data-bbox="553 1289 810 1345">Instrument</th> <th data-bbox="810 1289 1097 1345">Minimum teacher distance from class</th> <th data-bbox="1097 1289 1420 1345">Maximum number of pupils per session</th> </tr> </thead> <tbody> <tr> <td data-bbox="553 1345 810 1399">Singing</td> <td data-bbox="810 1345 1097 1399">2m</td> <td data-bbox="1097 1345 1420 1399">Limit the numbers to account for ventilation of the</td> </tr> </tbody> </table>			Instrument	Minimum teacher distance from class	Maximum number of pupils per session	Singing	2m	Limit the numbers to account for ventilation of the				
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			space and the ability to social distance. Currently this should be no more than a class size group.				
	Violin / Viola	2m	No maximum other than size of class bubble				
	Guitar, Ukulele & Lower Strings	2m	No maximum other than size of class bubble				
	Piano / Keyboard	2m	No maximum other than size of class bubble				
	Drums	2m	No maximum other than size of class bubble				
	Woodwind & Brass	2m	Limit the numbers to account for ventilation of the space and the ability to social distance. Currently this should be no more than a class size group.				
	<p>The Music Teacher must maintain a minimum of 2m distancing with pupils.</p> <p>HMS teachers can move between bubbles however the teacher must remain at a 2m distance in every classroom.</p> <p>Any shared equipment (e.g. drumsticks, kits or piano keyboards) must be cleaned between students, using wipes, sprays, or hot soapy water.</p> <p>Any background or accompanying music should be kept to levels so teachers and pupils are not encouraged to raise their voices unduly.</p> <p>Pupils should be positioned back-to-back or 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>Taking Class Lesson</p> <p>The Music Teacher must maintain a minimum of 2m distancing with pupils.</p> <p>HMS teachers can move between bubbles however the teacher must remain at a 2m distance in every classroom.</p> <p>If a Music Teacher is required to provide support to a pupil in a music lesson and 2m social distancing cannot be maintained</p>						

		<p>The Music Teacher will provide reassurance to the pupil but must maintain 2 metres. If the Music Teacher is required to provide support to a pupil and 2 metres social cannot be maintained, then PPE must be worn.</p> <p>Parking at Schools When parking at schools take care to maintain social distancing when getting in or getting out of the car. Confirm whether there are any local requirements with the school.</p>				
Airborne transmission	<p>Employees Visitors/ Pupils</p> <p>Spread of COVID-19</p>	<p>Windows and/ or doors to be opened to keep rooms well ventilated. Guidance is here.</p> <p><i>Additional/ highlighted measures by teaching activity:</i></p> <p>Face to Face Teaching See social distancing for controls</p> <p>Group Teaching When teaching group lessons on 'blown' instruments, where the minimum social distance of 2m between the Music Teacher and pupils can't be achieved a screen/visor/barrier should be placed in front of the teacher.</p> <p>Ensembles Keep background / accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly.</p> <p>Larger groups e.g. more than a single class of 30, would need schools to undertake a specific risk assessment and demonstrate robust controls e.g. larger space, social distancing and good ventilation (min of 10l/s/person for all present).</p> <p>If possible, use microphones. If used microphones must not be shared. Clean equipment before / after use and between users / groups.</p> <p>A screen/ barrier should be placed in front of the Teacher.</p> <p>First Access and Whole Class Tuition Teacher must maintain 2m distance between themselves and any pupil or class teacher/staff. A face visor may be worn. Speaking volume should be reduced to minimize aerosol contamination.</p> <p>Singing Singing should favour quality of sound and quiet singing which would generate fewer airborne particles. Note: extremes of diction (particularly plosives) generate higher volumes of bioaerosols, so maybe try singing only on vowels sometimes.</p> <p>Songs can be mainly taught by ear.</p>				

<p>Transmission of Covid-19: Contact Points</p>	<p>Employees Visitors/ Pupils Spread of COVID-19</p>	<p>Wash hands before and after handling any instruments.</p> <p>Music Teachers and pupils will use their own instruments in schools, with the exception of drums, percussion and keyboards. They will use their own drumsticks.</p> <p>Music Teachers 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 shift, 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>All pupils need to use their own stand.</p> <p>Tuning pupil's instruments - Music Teachers must wipe down instruments before and after handling stringed instruments. All other instruments should be adjusted by the pupil.</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 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>				
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		<p>First Access lessons Class Teachers will take any notes re pupils.</p> <p><u>Sharing</u> of woodwind / brass instruments must not take place, 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>Taking any Whole Class Lesson Teacher must maintain 2m distance between themselves and any pupil or class teacher/staff. A face visor may be worn. Speaking volume should be reduced to minimize aerosol contamination.</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, plastic pouches.</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 equipment must be cleaned before and lessons. If visors and/or roller screens are used they must be cleaned before, after and between each lesson.</p> <p>Instrument/ equipment cleaning:</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. Hot, soapy water is just as effective as disinfectant wipes. 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 the handcrafter playing, 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> <p>After five days of not being played, normal cleaning of any equipment will suffice.</p>				
Access/ Egress to site	Staff / wider contacts	<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 Music Teachers must use sanitiser provided at the entrance to the building or if this is not possible, they must wash their hands thoroughly.</p>				

	Public 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	In the event of an evacuation or a fire drill do all possible to maintain 2 metres from others when leaving the building. Continue to social distance at the assembly point. The Teacher should understand site specific arranges in place part of the Covid-19 Ways of Working briefing from the school(s) they teach at.				
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 guidance on the mental health and wellbeing aspects of coronavirus (COVID-19) . Regular reminders of the Employee Assistance Programme and other wider support available are provided in HMS Bulletins and Huddles by COO.	Line 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 Music Teachers 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	

Assessment review date: **30/09/20** – to be reviewed by the end of the first month of Music Teachers teaching in schools. 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.

Guidance/ documents used:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/985138/10_May_Schools_Guidance.pdf

<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>

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

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

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

HCC Coronavirus Hub [https://hertsc365.sharepoint.com/sites/intranet/Services/Resources/Communications/Pages/Coronavirus/Coronavirus-\(COVID-19\)-information-hub.aspx](https://hertsc365.sharepoint.com/sites/intranet/Services/Resources/Communications/Pages/Coronavirus/Coronavirus-(COVID-19)-information-hub.aspx)

_HMS Instrument Specific Guidance - [http://www.hertsmusicservice.org.uk/schools-covid-update/HMS H&S FAQs and Teacher Guidance](http://www.hertsmusicservice.org.uk/schools-covid-update/HMS%20H&S%20FAQs%20and%20Teacher%20Guidance) – see staff area of the HMS website

See also HMS RA – Stress in the Workplace – V1

Health and safety guidance and information is available on the intranet