

# Wandsworth Music: COVID-19 - In School Music Tuition Risk Assessment

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Updated 3.9.2021

These risk assessments should be used alongside the school's own risk assessment, and we ask schools to inform us and any visitors to the school of anything specific to their site beyond the measures detailed below. If a school is unable to provide the space and precautions needed, they must inform WM before the tutor's first visit.

**All schools should provide:**

- A suitable teaching space which takes into consideration the size of the group and type of lesson (e.g. small group or whole class, singing, wind, brass etc)
- Well ventilated teaching spaces where windows can be opened to maintain a good source of fresh air (or mechanical ventilation that introduces fresh air, not recycled air)
- Where possible, a large enough space to ensure that the WM tutor can a distance from pupils in large group lesson for wind, brass and vocal (ideally 2 metres).
- Hand sanitiser, antibacterial wipes, and bins in all teaching spaces.

**Key guidance updates (1 Sept 2021):**

Good hand and respiratory hygiene, and keeping indoor spaces well ventilated are the most important ways to reduce the spread of COVID-19.

Below are the main changes in government guidance for the new academic year:

- Class bubbles have been abolished, allowing cross-class ensembles and choirs to resume.
- Social distancing is no longer required however it is wise to allow more space than usual for singing, wind and brass programmes (especially so where ventilation is less effective).
- Face coverings are no longer required but are recommend in crowded or restricted spaces – for example in communal areas of schools and when travelling on public transport.
- Staff should continue to take twice weekly home (LTF) tests until the end of September, when this will be reviewed.
- Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

they are full vaccinated; they are below the age of 18 years and 6 months; they have taken part in or are currently part of an approved COVID-19 vaccine trial; they are not able to get vaccinated for medical reasons.

Instead, they 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. You must not attend work while you wait for the result of your PCR test.

**References to related risk assessments and other guidance.**

1. Actions for Schools during Coronavirus outbreak [27 August 2021] <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
2. HM Government Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak. [27 August 2021] <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/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>
3. HM Government Working safely during coronavirus (Covid-19): Performing Arts (DCMS) [17 August 2021] <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>
4. Music Mark: Music Unlocked Guidance for Schools and Music Providers <https://www.musicmark.org.uk/resources/music-unlocked-guidance-for-schools-and-music-providers/>

## 1. Tutors visiting schools – for all teaching sessions.

- This section is applicable for all WM programmes in schools.
- References to hand washing refers to using either soap and water, or hand sanitiser.

Hazard	Who is at risk?	Control measure(s)	Who is responsible?
Suspected and confirmed cases of COVID19	Everyone	<p>No staff or pupils should attend school if;</p> <ul style="list-style-type: none"> <li>• they have any <a href="#">symptoms of COVID-19</a></li> <li>• they are required to quarantine having recently visited countries outside of the common travel area</li> <li>• they have had a positive test.</li> </ul> <p>Approach to suspected COVID19 cases in place (During school day)</p> <ul style="list-style-type: none"> <li>• In the event of a child displaying symptoms of COVID19 (For example high temperature, new continuous cough, loss or change in smell or taste), the tutor should immediately inform the school office who will then deal with the case in accordance with school policy.</li> <li>• The teaching space should then be cleaned in line with school policy.</li> <li>• Any potentially hazardous waste should be placed in the lidded bin.</li> <li>• The school should then follow their own Risk Assessment procedure to contact any pupils or staff who have been in contact with the child.</li> <li>• If a WM tutor has helped a child with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, they should be tested) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus (COVID-19) in a setting? below).</li> <li>• They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</li> </ul>	Everyone
		<p>If the tutor displays symptoms of COVID-19 they should follow current government guidelines, self-isolating until they have been tested.</p> <ul style="list-style-type: none"> <li>• They should not attend any face-to-face teaching and must inform the school and WM following the usual procedure outlined in the tutor handbook.</li> </ul>	Tutor

		<ul style="list-style-type: none"> <li>• They should book a PCR test as soon as possible</li> <li>• The teaching space used by the tutor should be deep cleaned in accordance with the school guidance.</li> <li>• If the test comes back negative, they can return to work.</li> <li>• If they remain unwell, they should not return to work until they have recovered.</li> </ul>	
		<p>If a tutor tests positive for COVID19, they should contact the school and WM to inform them as soon as possible.</p> <ul style="list-style-type: none"> <li>• The school/ WM are no longer required to identify close contacts. Close contacts will now be identified by NHS test and trace.</li> <li>• The teaching space used by the tutor should be deep cleaned in accordance to the school guidance.</li> </ul>	Tutors, WM, Schools
Transmission due to unknown infection	Everyone	<p>WM tutors should engage with asymptomatic testing in line with each school’s individual policy. Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.</p> <p>N.b. Testing is not mandatory but participation in testing is strongly encouraged. Tutors should inform schools &amp; WM immediately if a test returns a positive result.</p> <p>Test results should be reported here: <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a></p> <p><u>Confirmatory PCR tests</u></p> <p>Staff and pupils with a positive LFD test result should self-isolate in line with the <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>. They will also need to <a href="#">get a free PCR test to check if they have COVID-19</a>. Whilst awaiting the PCR result, the individual should continue to self-isolate. 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 pupil can return to school, as long as the individual doesn’t have COVID-19 symptoms.</p> <p>On entering the school building WM tutors should wash their hands and/or use hand sanitiser.</p> <p>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas, however we encourage the use of face coverings in crowded or enclosed spaces.</p>	<p>School to supply LFT for tutors as required. Tutors to inform school &amp; WM when test returns a positive result.</p> <p>School to make handwashing facilities/sanitiser available. All tutors encouraged to carry own hand sanitiser.</p>

		<p>If you have a substantial increase in the number of positive cases in your school (see <a href="#">Stepping measures up and down</a> section for more information), a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils staff and visitors, unless exempt).</p> <p>Tutors should be informed of which bathroom they can use and the route that needs to be taken to get to there.</p>	
		To avoid unnecessary contact, we encourage pupils to make their own way to the lesson independently. This will be subject to the school's own procedures.	School/ class teachers to inform pupils
Changes to emergency procedures due to COVID19 precautions	Tutor 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"> <li>• Where is the assembly point?</li> <li>• What is the expected route to the assembly point?</li> </ul> <p>In the event of a fire, tutors should escort any pupils with them to the assembly point and pass them over to the care of school staff.</p>	School to inform tutor
Transmission due to contamination of teaching space and shared equipment	Everyone	Cleaning regimes should be in place in line with <a href="#">COVID19: Cleaning in non-healthcare settings guidance</a> . All teaching spaces should be cleaned by the school, in accordance with these guidelines.	School to monitor cleaning
		Where pupils share resources (such as piano lessons), key touch points should be wiped down between lessons.	Tutor School to provide wipes/ lidded bin
		The next pupil should not enter the room until advised by the tutor. Pupils should always wash their hands before and after the lesson or use hand sanitiser.	School to arrange handwashing before the pupil enters the teaching space/provide hand sanitiser
		Teaching spaces should be aired for 5 mins every hour unless there is a constant flow of fresh air (open window, or air purification).	School & tutor to ensure timetabling arrangements in place

Waste disposal process in place for potentially contaminated waste.	Everyone	<p>Any potentially contaminated waste (tissues, wipes, paper/ clothes to clear spit valves) in the teaching space should be placed by the user into a bin.</p> <p>This should be provided by the school in accordance with COVID19 cleaning guidance and disposed of at the end of the day in accordance with the school's risk assessment.</p>	<p>School to provide paper towels and lidded bin in the teaching space.</p> <p>Tutor to ensure waste is disposed of.</p>
Teaching spaces are not suitable for teaching under COVID19 regulations	Tutors Pupils	<p>Although social distancing is no longer required, we recommend that tutors maintain 2m distance where possible (especially for wind, brass and singing). Pupils are no longer required to be distanced, but additional space should be considered for blown instruments/ singing - where space allows.</p> <p>Ventilation - Rooms should be well ventilated at all times and where possible, doors and windows should be kept open. If using mechanical ventilation, it must use fresh air and not recycled air.</p>	<p>School to arrange teaching space before the first visit.</p> <p>Discuss concerns with WM in advance.</p>
Arrival and departure times changed	Tutor	Tutors should be advised of any times when they cannot enter or leave the school premises (especially if these have been changed due to COVID 19 guidance to avoid drop off and pick up times).	School to inform tutor before the first visit
Vulnerable staff	staff	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. Further information can be found in the <a href="#">guidance on protecting people who are CEV from COVID-19</a> .	WM, Schools

### Residual Risk rating

How likely is the activity to result in actual harm (1-5)?	3	<table border="1"> <tr> <td rowspan="5">Likelihood</td> <td>more</td> <td>5</td> <td>Green</td> <td>Yellow</td> <td>Red</td> <td>Red</td> <td>Red</td> </tr> <tr> <td>4</td> <td>Green</td> <td>Yellow</td> <td>Yellow</td> <td>Red</td> <td>Red</td> </tr> <tr> <td>3</td> <td>Green</td> <td>Green</td> <td>Yellow</td> <td>Yellow</td> <td>Red</td> </tr> <tr> <td>2</td> <td>Green</td> <td>Green</td> <td>Green</td> <td>Yellow</td> <td>Yellow</td> </tr> <tr> <td>1</td> <td>Green</td> <td>Green</td> <td>Green</td> <td>Green</td> <td>Green</td> </tr> <tr> <td>less</td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	Likelihood	more	5	Green	Yellow	Red	Red	Red	4	Green	Yellow	Yellow	Red	Red	3	Green	Green	Yellow	Yellow	Red	2	Green	Green	Green	Yellow	Yellow	1	Green	Green	Green	Green	Green	less		1	2	3	4	5
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	<b>15-25</b>	<b>Red</b>	Cease this activity until additional controls can be put in place to manage the risk.																																						

## 2. Instrumental & singing tuition: 1-to-1 and small groups.

- Teaching of singing and instruments, both 1-1 and to small groups of children in schools by WM tutors.
- Delivered in various school locations in Wandsworth
- Led by WM tutors and line managed by the Instrumental Music Service Managers and Assistant Head of Service
- Equipment used may include WM instrument stock, school stock, WM tutor's own equipment and pupil's own instruments.

Hazard	Who is at risk?	Control measure(s)	Who is responsible?
Safeguarding	Tutor and Pupil	Existing safeguarding measures remain – school and WM to ensure that all safeguarding procedures still stand under the new arrangements. If the room that the tutor is in is in an isolated part of the school, a member of staff should relocate to work nearby.  If lessons are taking place online, WM and school are to follow WM <a href="#">online teaching policy</a> .	School and WM
Surface transmission via instruments	Tutor and Pupil	Pupils and tutors should wash/sanitise their hands before arrival, and after departure from a school.  All pupils should have their own instrument which is clearly labelled with their name and class. The instrument should be clearly identifiable from the case (e.g. a coloured label on the handle).	School  Tutor

		<p>Where possible, instruments should not be left in school and should be taken home after each lesson.</p> <p>Tutors may handle and fix a pupil's instrument. To minimise contact, try to do this away from the pupil.</p> <p>If a pupil forgets their instrument a spare should not be used unless it has been thoroughly cleaned and disinfected.</p> <p>Cleaning of music stands/ piano keys etc must take place between pupils.</p>	
		Tutors must not play on a student's instrument, even to diagnose a problem. For piano lessons, ideally a keyboard will be supplied for the tutor to demonstrate on. Where this isn't possible, the tutor should remain as distanced as possible whilst at the same instrument.	Tutor
		Physical correction should, as always, be avoided – tutors should use demonstration and verbal instruction when practically possible.	Tutor
		Drum tutors should have their own sticks for demonstration purposes.	Tutor
Airborne transmission	Everyone	Rooms should be well ventilated at all times. Windows should be fully opened to encourage the best air circulation. Where constant ventilation is not possible, a 5 minute 'airing' break is required every hour.	School / Tutor
Surface transmission via sheet music	Everyone	<p>Sharing of resources between the tutor and pupil/s should be avoided wherever possible. Good hand hygiene will limit the risk if you do have to share anything.</p> <p>The tutor should avoid touching the pupil's sheet music and if tutors are using their own music, pupils should avoid touching it.</p>	Tutor
Airborne and surface transmission – brass instruments	Pupils & tutors	Water keys must not be vented directly onto floor. Pupils and staff should use paper towels. The user is then responsible for disposing of the towel at the end of the lesson in the bin.	School to provide paper towels. Tutor to remind pupil.

### Residual Risk rating

How likely is the activity to result in actual harm (1-5)?	3
How severe would the consequences be (1-5)?	2
<b>Risk rating (likelihood x severity)</b>	<b>6</b>

Likelihood	more	5	Green	Yellow	Red	Red	Red
	4	Green	Yellow	Yellow	Red	Red	Red
	3	Green	Green	Yellow	Yellow	Red	Red
	2	Green	Green	Green	Yellow	Yellow	Yellow
	1	Green	Green	Green	Green	Green	Green
less		1	2	3	4	5	
		better			worse		
		<b>Severity</b>					

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

### 3. Whole Class Singing Projects

- Singing as part of whole class singing programmes
- Delivered on the school site, in an area suitable for the activity (generally the school hall)
- Activity is led by WM vocal tutors, with support from class teachers

Hazard	Who is at risk?	Control measure(s)	Who is responsible?
Airborne transmission		<p>All sessions must take place in a large, well ventilated room, ideally the school hall.</p> <p>Maintain good ventilation by opening windows and doors.</p> <p>Although social distancing no longer applies, we recommend a distance of 2m when engaging in singing (subject to room size and quality of ventilation), with pupils standing side by side rather than singing face to face.</p> <p>Tutors are recommended to stay at least 2m away from pupils during singing projects.</p>	School & Tutor

		Vocal tutors to discourage loud or shouty singing in favour of quality of sound and vocal technique in moderate volume singing to generate fewer bioaerosols.	
Airborne transmission further precautions	Everyone	Where using smaller spaces with limited ventilation, the length of session should be limited to 30 minutes and with smaller groups. The room should be ventilated between uses.  Pupils and teachers who are categorized as vulnerable should consider using extra precautions such as a face covering and screen.	School & Tutor In discussion with School to agree suitable group size and length of session time based on size of space and ventilation
Surface transmission via printed music	Pupils	Songs should be taught by ear with words and music projected on screen.  Class teacher may have a printed copy of the music which must they must have sole use of. SEND children may have a copy of the music or lyrics which is their own copy and must not be shared with others.	School to ensure that resources are downloaded locally and available on screen in preparation for each session
Surface transmission via equipment	Teacher	Cleaning of PC or CD player for backing track or piano/keyboard should take place before and after each use using wipes. User should always wash hands before and after.	School to provide wipes

### Residual Risk rating

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#### 4. WCET: Whole-class instrumental lessons (STRINGS & PERCUSSION)

- Whole class teaching delivered weekly in schools
- Delivered in school designated area, usually the hall
- Led by WM tutors and supported by class teachers or TA's
- Numbers involved will differ in each setting but will be in accordance with DfE guidance.

Hazard	Who is at risk?	Control measure(s)	Who is responsible?
Airborne transmission	Everyone	Sessions take place in large teaching space (school hall) with good ventilation. Windows and doors should be kept open where possible. String and percussion lessons do not provide any additional risk to that of normal classroom activity.	School
Airborne transmission	Adults	We recommend that tutors remain 2 metres away from the class as much as possible. Tutors are permitted to touch instruments where necessary, but ensure good hand hygiene through continuous cleaning and sanitising.	School
Surface transmission	Everyone	All pupils are allocated their own instrument for the year labelled by the school with their name and class. Sharing instruments should be avoided, but where absolutely necessary, they should be wiped down thoroughly before being shared.	School and tutor
Surface transmission when tuning	Tutor and pupils	Tutors to wash hands/use hand sanitiser before and after handling instruments and then use alcohol wipes to wipe down instruments before placing them back.	School and tutor School to provide wipes and hand sanitiser
Surface transmission via touching surfaces (handling and playing)	Everyone	Enhanced hand hygiene is routinely observed.	School and tutor
Surface transmission via touching surfaces (handling and playing)	Everyone	Instruments that are not mouth-blown can be shared if instruments are cleaned between users (e.g. Djembe/percussion). Please see guidance below about distribution and collection of instruments.	School and tutor School and tutor
Surface transmission		Resources and notation should be projected onto screens. Sheet music/ books should not be used. If books are used, each pupil should have their own personal copy at home for the duration of the programme. Online resources will be available for download.	

### Residual Risk rating

How likely is the activity to result in actual harm (1-5)?	2	Likelihood more less	5	Green	Yellow	Red	Red	Red
How severe would the consequences be (1-5)?	2		4	Green	Yellow	Yellow	Red	Red
			3	Green	Green	Yellow	Yellow	Red
			2	Green	Green	Green	Yellow	Yellow
			1	Green	Green	Green	Green	Green
			1	2	3	4	5	
<b>Risk rating (likelihood x severity)</b>	<b>4</b>		better		worse			
			<b>Severity</b>					
<b>Risk rating:</b>	<b>1-6</b>	<b>Green</b>	Monitor to ensure control measures are implemented consistently and that the rating remains valid.					
	<b>8-12</b>	<b>Amber</b>	Try to identify additional controls to reduce the risk. Ensure that control measures are implemented consistently and look to improve by the next review.					
	<b>15-25</b>	<b>Red</b>	Cease this activity until additional controls can be put in place to manage the risk.					

### 5. WCET: Whole class instrumental lessons (BRASS & WIND)

- Whole class teaching delivered weekly in schools
- Delivered in school designated area, usually the hall
- Led by WM tutors and supported by class teachers or TA's
- Numbers involved will differ in each setting but will be in accordance with DfE guidance.

Hazard	Who is at risk?	Control measure(s)	Who is responsible?
Airborne transmission	Everyone	<p>All sessions must take place in a school hall or other large suitable ventilated space.</p> <p>Ensure good ventilation by opening windows and doors.</p> <p>Although distancing is not required, where possible we recommend 2m distancing when playing wind and brass instruments to reduce aerosol transmission. Pupils should stand side to side in staggered lines and not play face to face.</p> <p>We recommend that tutors remain 2 metres away from the class as much as possible. Tutors are permitted to touch instruments where necessary, but ensure good hand hygiene through</p>	School/ tutors

		continuous cleaning and sanitising.	
Airborne / surface transmission	Everyone	<p>Pupils should assemble and pack away their own instrument.</p> <p>Wind and brass mouthpieces and head joints should be cleaned in hot soapy water at the beginning of the year.</p> <p>Recorders and brass mouthpieces can be put in the dishwasher.</p>	School and tutor
Airborne transmission from singing	Everyone	Singing in WCET lessons can be used to support instrument learning. Individuals should consider the combined amount of aerosol if singing and playing instruments in the same session.	School and tutor
Airborne transmission from mouthpieces/ buzzing	Everyone	Buzzing (brass) and mouthpiece playing (wind) can now take place, but should be limited as much as possible - as it produces increased aerosol. Playing on Flute head-joints does not produce increased aerosols and is fine.	Tutors
Surface transmission	Everyone	<p>All pupils are allocated their own instrument for the year labelled with their name and class. Instruments must not be shared, including mouthpieces or reeds.</p> <p>If a pupil forgets their instrument, a spare can be used, but the mouthpiece must be thoroughly cleaned in hot, soapy water.</p> <p>Teachers should have their own instrument and never play a pupil's, even to check if it is working.</p>	School and tutor
Surface transmission from repair	Tutor and pupils	If a tutor needs to repair an instrument, hands must be washed/sanitised before and after. Step away from the pupil whilst working on the instrument to minimise social contact.	Tutor
Surface transmission from resources	Everyone	Resources and notation should be projected onto screens. Sheet music/books should not be used. If books are used, each pupil should have their own personal copy at home for the duration of the programme. Online resources will be available for download.	School and tutor – interactive white board or screen needs to be available in the teaching space

## Residual Risk rating

How likely is the activity to result in actual harm (1-5)?	3
How severe would the consequences be (1-5)?	2
<b>Risk rating (likelihood x severity)</b>	<b>6</b>

Likelihood	more	5					
		4					
		3					
		2					
	less	1					
			1	2	3	4	5
			better		worse		
			<b>Severity</b>				

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

## 6. WCET: Whole-class instrumental lessons (COLLECTING AND REALLOCATING INSTRUMENTS)

Hazard	Who is at risk?	Control measure(s)	Who is responsible?
Surface transmission (handling)	WM staff	Wind (blown) instruments collected by WM or returned by schools/pupils are to be left in quarantine for 5 days before being played. Hands to be washed before and after handling instruments/cases. Gloves to be worn when collecting instruments.  Mouthpieces will be thoroughly cleaned before delivery.	Everyone
	Pupils	Enhanced hand hygiene is routinely observed when handling/playing instruments Note: instruments that are not mouth-blown can be shared but additional cleaning is strongly advisable. See Wandsworth Music COVID guidance for further information.	Schools/ WM

Surface transmission	Everyone	Before and after handling instruments, tutors and pupils should wash their hands with soap and water.	Tutors and schools
Surface transmission	Everyone	In most cases, all pupils should be issued with their own instrument.  Where shared instruments are used, e.g. djembe drums the instruments will be distributed by tutors and teachers before the session.	Schools/tutors

### Residual Risk rating

How likely is the activity to result in actual harm (1-5)?	2
How severe would the consequences be (1-5)?	3
<b>Risk rating (likelihood x severity)</b>	<b>6</b>

<b>Likelihood</b>	more	5	4	3	2	1
		4	3	2	1	
		3	2	1		
		2	1			
	less	1				
		1	2	3	4	5
		better		worse		
		<b>Severity</b>				

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

## 7. ENSEMBLES – in school

- School based ensembles delivered weekly
- If the ensemble contains children from multiple bubbles then they should be in a maximum group of 15. Multiple groups of 15 can use the same space with appropriate mitigations.

This should be read alongside all other sections outlined above:

Hazard	Who is at risk?	Control measure(s)	Who is responsible?
Airborne transmission	Teacher/leader	<p>All sessions should take place in a school hall or other large suitable ventilated space.</p> <p>Ensure good ventilation by opening windows and doors.</p> <p>Although distancing is not required , we recommend 2m distancing when playing wind and brass instruments to reduce aerosol transmission, especially where pupils are from different year groups</p> <p>We recommend that tutors remain 2 metres away from the ensemble as much as possible. Tutors are permitted to touch instruments where necessary, but ensure good hand hygiene through continuous cleaning and sanitising.</p>	School / tutors
Surface transmission	Pupils	<p>Where at all possible, pupils should be one to a stand.</p> <p>All players should have their own personal copy of the music.</p> <p>If collecting of music is required then this person should wash their hands before and after - social distancing should be maintained during collection (ideally collect the music after other players have left).</p>	Ensemble leaders
Surface transmission	Pupils	<p>Shared instruments (percussion, keyboards) will need to be cleaned appropriately between users.</p> <p>Other instruments must not be shared.</p> <p>Cases should be placed under chairs where possible</p>	Schools to supply wipes

### Residual Risk rating

How likely is the activity to result in actual harm (1-5)?	2	<table border="1"> <tr> <td rowspan="6">Likelihood less more</td> <td>5</td> <td>Green</td> <td>Yellow</td> <td>Red</td> <td>Red</td> <td>Red</td> </tr> <tr> <td>4</td> <td>Green</td> <td>Yellow</td> <td>Yellow</td> <td>Red</td> <td>Red</td> </tr> <tr> <td>3</td> <td>Green</td> <td>Green</td> <td>Yellow</td> <td>Yellow</td> <td>Red</td> </tr> <tr> <td>2</td> <td>Green</td> <td>Green</td> <td>Green</td> <td>Yellow</td> <td>Yellow</td> </tr> <tr> <td>1</td> <td>Green</td> <td>Green</td> <td>Green</td> <td>Green</td> <td>Green</td> </tr> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	Likelihood less more	5	Green	Yellow	Red	Red	Red	4	Green	Yellow	Yellow	Red	Red	3	Green	Green	Yellow	Yellow	Red	2	Green	Green	Green	Yellow	Yellow	1	Green	Green	Green	Green	Green		1	2	3	4	5
Likelihood less more	5			Green	Yellow	Red	Red	Red																															
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	<b>15-25</b>	<b>Red</b>	Cease this activity until additional controls can be put in place to manage the risk.																																				

### 8. CURRICULUM MUSIC (WHOLE CLASS MUSIC)

Hazard	Who is at risk?	Control measure(s)	Who is responsible?
Airborne transmission	Teacher/ leader	Sessions should take place in a suitable, well ventilated space. If possible keep windows/ doors open.  Although distancing is not required , we recommend the tutor remains 2m distanced where possible	School and tutors

Surface transmission	Pupils/ teachers	<p>Children and staff to clean hands thoroughly before and after using the instruments/ WCM resources.</p> <p>Each child should have their own labelled wind instrument (recorder).</p> <p>Shared instruments (percussion, keyboards) will need to be cleaned appropriately between users. If Instruments need to be tuned this will need to happen at the start of the sessions before the children enter. The tutor must wash their hands before and after and wipes down the instruments with alcohol wipes before giving to the pupils.</p> <p>If instruments are shared they must be thoroughly cleaned between uses and in the case of blown instruments, quarantined for 3 days.</p>	Teachers
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### Residual Risk rating

How likely is the activity to result in actual harm (1-5)?	2	<table border="1"> <tr> <td rowspan="6">Likelihood less more</td> <td>5</td> <td>Green</td> <td>Yellow</td> <td>Red</td> <td>Red</td> <td>Red</td> </tr> <tr> <td>4</td> <td>Green</td> <td>Yellow</td> <td>Yellow</td> <td>Red</td> <td>Red</td> </tr> <tr> <td>3</td> <td>Green</td> <td>Green</td> <td>Yellow</td> <td>Yellow</td> <td>Red</td> </tr> <tr> <td>2</td> <td>Green</td> <td>Green</td> <td>Green</td> <td>Yellow</td> <td>Yellow</td> </tr> <tr> <td>1</td> <td>Green</td> <td>Green</td> <td>Green</td> <td>Green</td> <td>Green</td> </tr> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td></td> <td colspan="2">better</td> <td colspan="3">worse</td> </tr> <tr> <td></td> <td colspan="5" style="text-align: center;"><b>Severity</b></td> </tr> </table>	Likelihood less more	5	Green	Yellow	Red	Red	Red	4	Green	Yellow	Yellow	Red	Red	3	Green	Green	Yellow	Yellow	Red	2	Green	Green	Green	Yellow	Yellow	1	Green	Green	Green	Green	Green		1	2	3	4	5		better		worse				<b>Severity</b>				
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<b>Date of assessment:</b>	03 Sept 2021	<b>Review date:</b>	03 Sept 2022
<b>Assessor:</b>	Dan White (CEO)	<b>Collaborators:</b>	WM SLT

## 9. CODE OF PRACTICE FOR VISITING MUSIC TUTORS IN SCHOOLS

- Contact schools to confirm lateral flow testing arrangements prior to attending the first lesson.
- Ask for details of the school's risk assessments for COVID-19 that will affect you; ask about anything you do not understand and abide by the control measures specified.
- All WM tutors are encouraged to take tests twice weekly (test can be obtained from schools or you can attend a local testing centre). When taking a test follow the [guidance here](#)
- If your test is positive immediately inform WM and the school.
- Do not attend school if you suspect that you (or any of those you live with) may be coming down with Coronavirus symptoms: follow self-isolation procedures.
- Keep an eye on the school's website, news links, diary and newsletters to anticipate disruptions to your teaching programme. It may save you a journey and unnecessary risk.
- Sign in at the school reception on arrival, take your own pen to do this. Immediately wash your hands thoroughly before going to the teaching room.
- Find out what the school's infection control procedures are; follow them and make use of anything the school is good enough to provide for your safety.
- Find out, before you need to know, what to do if you or pupils fall ill.
- If you think that a child may be showing symptoms of Coronavirus, stop the lesson and report your concerns to the school immediately.
- Maintain social distancing as much as reasonably possible. Even if not required, you may wish to consider wearing a face mask whilst moving around the school.
- If you can control layout and ventilation in the teaching room, set it up to direct airflow away from both you and the pupil(s) but not at the expense of normal safeguarding or health and safety considerations.
- If the teaching room does not allow for sufficient distancing or have sufficient ventilation, explain this to the school. If no reasonable alternative is offered, politely decline to teach that session for the benefit of both you and the pupil/s. Call the WM office team and ask to speak to Chris.
- Avoid touching pupils' instruments, particularly mouthpieces. Carry hand sanitiser/wash hands in case you absolutely have to touch a mouthpiece, e.g. to set a reed or tune an instrument
- Never play on a pupil's mouthpiece or allow them to play on yours.
- Stick to the agreed timetable as closely as you reasonably can but understand if it has to change at short notice.
- Wash your hands thoroughly before leaving the school, preferably as the last thing you do after signing out.