



## **RISK ASSESSMENT FOR MfSF LESSONS IN SCHOOLS POST COVID-19**

<b>Organisation</b>	Music for Schools Foundation
<b>Risk Assessment Date</b>	1 <sup>st</sup> August 2020 (to be reviewed subject to changes in government advice, not later than 1 <sup>st</sup> October 2020)
<b>Activity</b>	Peripatetic Brass and Woodwind lessons in Primary School settings
<b>Context</b>	Pupils to be taught either individually or in small groups (no more than 5 pupils). Schools to advise where lessons will take place (site, space, room) and how school are managing pupil 'bubbles'.
<b>Objectives</b>	To ensure the safe return to work of MfSF tutors, to manage the risk to pupils and school staff and to limit the spread of the Covid-19 virus.

### **Tutors should ask each school for:**

- Updated risk assessment.
- Updated procedures for emergency situations e.g. fire.
- Updated school timetable to avoid arrival/departure when a greater number of people will be on school premises.
- Instructions for tutor access to bathroom facilities.

### **General points to note:**

- The timetabling of pupils is to be completed before visiting school to ensure pupils are grouped in accordance with each school's 'pupil bubble' arrangements.
- Tutors must stay in their teaching space and should not collect pupils.
- Pupils should not enter room whilst another lesson is in progress/until tutor has completed 'clean-up'.
- Methods of disinfecting equipment – tutors may choose to use antibacterial wipes or disinfectant spray and paper towels, and will supply their own.
- Face coverings should be worn upon entry to school and whilst walking through school to access the teaching space. These can be removed during lessons or left on at the tutor's discretion, however it should be noted that frequent removal of the face covering would be unhygienic in itself.

Hazard	Who might be harmed?	Control Measures	Who is responsible?	Risk Level (Low/Medium/High)
<b>Surface transmission of virus through clothing</b>	All	<ul style="list-style-type: none"> <li>• Tutors should wear smart clothing as usual, but not wear loose or floaty items such as scarves or ties.</li> <li>• Clean clothes should be worn each day.</li> </ul>	MfSF Tutor	Low
<b>Surface transmission of virus upon arrival at school</b>	MfSF Tutor and School Staff	<ul style="list-style-type: none"> <li>• Hand hygiene before and after arrival.</li> <li>• Maintain physical distance from and avoid physical contact with any school staff (e.g. no shaking of hands).</li> <li>• Tutor to use own pen to sign in.</li> <li>• Limit resources taken into school and carry own at all times.</li> <li>• Access/route to teaching space clearly advised.</li> </ul>	MfSF Tutor and School Staff	Low
<b>Aerosol Transmission of virus during lessons</b>	MfSF Tutor and Pupils	<ul style="list-style-type: none"> <li>• Teaching space to be large enough to allow for appropriate distancing between all participants as follows: <ul style="list-style-type: none"> <li>○ Flutes &amp; Clarinets – 2m</li> <li>○ Sax and Brass – 3m</li> </ul> </li> <li>• Room layout should be considered – furniture may need to be rearranged, but this should be discussed with and arranged by the school.</li> <li>• Instrument cases should not be used on the floor to mark distance/'safe zones'.</li> <li>• Teaching outside if practical and appropriate is ideal.</li> <li>• Any doors and windows to be left open to allow good ventilation.</li> </ul>	MfSF Tutor and School Staff	Medium

		<ul style="list-style-type: none"> <li>• Group sizes to be kept as small as possible.</li> <li>• Pupils should not play facing each other. Back to back is preferable and side by side is acceptable.</li> <li>• Each pupil should use their own music stand.</li> <li>• Tutors should not stand directly in front of pupils.</li> <li>• Any droplets of water produced by the instrument of an individual during the course of playing should be wiped up by that individual using a paper towel which should be placed in a lidded bin.</li> <li>• Water should not be shaken or blown out of an instrument on to the floor deliberately.</li> </ul>		
<b>Surface transmission of virus via instruments</b>	MfSF Tutor and Pupils	<ul style="list-style-type: none"> <li>• Hand hygiene for pupils.</li> <li>• Pupils should carry their own instruments.</li> <li>• Pupils should assemble their own instruments.</li> <li>• Instruments (or mouthpieces/reeds) should never be shared.</li> <li>• Tutors should not touch a pupil's instrument unless absolutely necessary. If this is required, the tutor should put on a clean pair of disposable gloves beforehand and these should be disposed of immediately afterwards.</li> </ul>	MfSF Tutor	Medium
<b>Surface transmission of virus via books</b>	MfSF Tutor and Pupils	<ul style="list-style-type: none"> <li>• Hand hygiene for pupils.</li> <li>• Pupils to bring their own books to lessons.</li> </ul>	MfSF Tutor	Low

		<ul style="list-style-type: none"> <li>• Pupils to provide their own pencils and write on their own notes if any are required.</li> <li>• Homework to be set via SpeedAdmin Studyplan.</li> </ul>		
<b>Surface transmission of virus via shared equipment</b>	MfSF Tutor and Pupils	<ul style="list-style-type: none"> <li>• Music stands should be disinfected before each lesson.</li> <li>• Door handles should be disinfected at the end of each lesson.</li> <li>• Any surfaces used should be disinfected at the end of each lesson (tables/chairs).</li> <li>• Hand hygiene for tutors</li> </ul>	MfSF Tutor	Low
<b>Instrument Cleanliness</b>	Pupils	<ul style="list-style-type: none"> <li>• Pupils should dry their instruments after playing using a pull-through or equivalent.</li> <li>• Pupils should clean their instruments regularly and thoroughly at home.</li> </ul>	Parents (MfSF Head Office to provide guidance)	Low
<b>Instrument Cleanliness</b>	Tutors	<ul style="list-style-type: none"> <li>• Tutors should dry their instruments after playing using a pull-through or equivalent.</li> <li>• Tutors should disinfect their instrument mouthpieces at the end of every teaching session.</li> <li>• Tutors should clean their instruments regularly and thoroughly at home.</li> </ul>	MfSF Tutor	Low
<b>Suspected cases of Covid-19</b>	All	<ul style="list-style-type: none"> <li>• If the tutor suspects a pupil is displaying the symptoms of the virus, they should use their mobile telephone to call the school office and follow school procedures.</li> <li>• If the tutor displays symptoms of the virus they should not teach in any school and follow current</li> </ul>	MfSF Tutor and School Staff	Medium

		<p>government guidelines concerning self-isolation and testing.</p> <ul style="list-style-type: none"> <li>• If someone in the tutor's household displays symptoms of the virus they should not teach in any school as above.</li> </ul>		
<b>Confirmed tutor cases of Covid-19</b>	All	<ul style="list-style-type: none"> <li>• If a tutor tests positive for the virus, MfSF should be advised and all schools visited by that tutor informed so that their own Risk Assessment procedures can be followed.</li> <li>• No further teaching should be carried out until the required isolation period has been observed.</li> </ul>	MfSF Tutor and MfSF Head Office	Medium
<b>Confirmed pupil cases of Covid-19</b>	All	<ul style="list-style-type: none"> <li>• If a pupil tests positive for the virus, MfSF should be advised so that all schools can be contacted as above.</li> <li>• No further teaching should be carried out until the required isolation period has been observed.</li> </ul>	School Staff and MfSF Head Office	Medium