

Task / Activity:	Instrumental / Vocal Tuition in Schools
Latest DfE Guidance:	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#music-dance-and-drama-in-school

Directorate:	Place	Date of Assessment:	4 th January 2022
Business Unit:	Regeneration & Culture	Manager Responsible for Basic Activity:	Alex Francis
Service / Function:	Music Service	Lead Risk Assessor for Basic Activity:	Alex Francis / John Ingman
Location:	Schools in the borough	Risk Assessment Team Members (e.g. employees, supervisors, managers, safety reps etc)	<ul style="list-style-type: none"> • Alex Francis • John Ingman • All Music Service Tutors


Hazard	Risks	Control Measures	Actions Required	Person Responsible and Target Date
Music Tutors visiting Schools/Colleges/Academies	Transmission and Infection of coronavirus	<ul style="list-style-type: none"> • Hand hygiene is observed at the point of entry • Tutors wear face masks in the common areas of school • Tutors wear face masks at all times in Secondary schools • Tutors will observe social distancing of 1m minimum wherever possible 	<ul style="list-style-type: none"> • Staff training and guidance shared about social distancing and how to implement in school settings. • Regular communications about the importance of social distancing. 	<ul style="list-style-type: none"> • Music tutors • Service leaders • Service support officer
Online Learning	Safeguarding	<ul style="list-style-type: none"> • Microsoft Teams is the only platform used to deliver live online learning 	<ul style="list-style-type: none"> • Parents/Carers must have completed online consent form before tuition can commence • Parent/carer must be visibly present at the 	<ul style="list-style-type: none"> • All Music Tutors • Parents/carers • Service Support

			<p>beginning of live online sessions and remain in close proximity for the duration of the session</p> <ul style="list-style-type: none"> • Lessons are delivered/received in an appropriate location 	<p>Officer</p> <ul style="list-style-type: none"> • Ongoing
Musical Instruments	Transmission and Infection of coronavirus	<ul style="list-style-type: none"> • No sharing of musical instruments between pupils (each pupil has own instrument). • Regular cleaning routines after each use. • Music tutors use hand sanitiser before / after handling if assistance is required with repair / adjustment, this will be kept to a minimum. 	<ul style="list-style-type: none"> • Each pupil clearly allocated individual instrument (name labels / tags). • Music Tutors provided with cleaning / hygiene advice and products • Routines established with children to ensure they understand importance. 	<ul style="list-style-type: none"> • All Music Tutors • Ongoing
Teaching accommodation	Transmission and Infection of coronavirus	<ul style="list-style-type: none"> • Observe social distancing of 1m minimum wherever possible • Large enough space is provided to ensure social distancing can be followed • Ensure ventilation / airflow is adequate (e.g windows / doors open) • Ensure wherever possible small group tuition is delivered within school bubbles / units. • Seat / position pupils side by side / back to back where possible. • Brass / Woodwind instruments always 	<ul style="list-style-type: none"> • Staff training and guidance shared about social distancing and how to implement in school settings. • Regular communications about the importance of social distancing. • If necessary small group lessons may temporarily be organised in to pairs / individual sessions (Reduce mixing of bubbles / units) • Staff to contact schools and ensure suitable teaching space is available. 	<ul style="list-style-type: none"> • Start of Autumn term • Schools where teaching takes place • Music Service Tutors

		<p>positioned so that the air from their instrument does not blow into another player.</p> <ul style="list-style-type: none"> • Cleaning of teaching accommodation is included as part of schools regular deep clean plans. 		
Teaching Resources	Transmission and Infection of coronavirus	<ul style="list-style-type: none"> • Where possible reduce need for printed music / booklets. (Especially Whole Class Teaching) • Use of online learning section of website for interactive material. (Accessed both at school / home) • No pupil handling of any tutor resources • Instrument maintenance items (sprays / oils / reeds / rosin / strings etc...) safely used by tutors only • Music Tutors to use own work laptops and not school desktops etc... • All resources cleaned regularly 	<ul style="list-style-type: none"> • Online material in place and accessible to all for whole class session https://www.barnsleymusicclub.com/online-learning • All tutors aware of changes to procedures and staff handbook updates • All tutors provided with cleaning products (Antibacterial wipes etc...) 	<ul style="list-style-type: none"> • Start of Autumn term • Music Service leadership team • Music Tutors
Singing	Transmission and Infection of coronavirus	<ul style="list-style-type: none"> • Ensure ventilation / airflow is adequate (e.g windows / doors open) • Ensure wherever possible small group tuition is within school bubbles / units 	<ul style="list-style-type: none"> • Guidelines shared and training provided to vocal team / music tutors • Face visors available if required • Schools aware of requirement for suitable and safe teaching space 	<ul style="list-style-type: none"> • Start of Autumn term • Vocal Tutors • Music Tutors

		<ul style="list-style-type: none"> • Seat / position pupils side by side / back to back and never facing each other • Music tutor can wear face visor if teaching small group / individual vocal sessions • Do not share microphones. 		
Performing	Transmission and Infection of coronavirus	<ul style="list-style-type: none"> • Encourage social distancing. • Avoid unnecessary congregations / mingling of both audience members / performers. • Avoid need for handling of any items such as tickets / programmes • Be able to provide suitable toilet facilities with adequate cleaning routines. • Collection / drop off points for young people are socially distanced and staggered to reduce numbers together. • Avoid any prolonged performance sessions and provide regular breaks for both performers and audience members. 		<ul style="list-style-type: none"> • Ongoing • Musical Directors • Support committees

		<ul style="list-style-type: none"> • Even if performing outdoors, consider and follow above 		
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Manager's Assessment Acceptance Statement	
I accept the details of the assessment and will ensure that the risk control measures identified, any risk control actions identified and monitoring requirements are acted upon within the given time scales.	
Manager's Signature	
Date	4th January 2022
Date of planned review (not to exceed 12 months)	24th January 2022 (or sooner if DfE Guidance is updated)
Date of planned full re-assessment (not to exceed 24 months)	24th January 2022 (or sooner if DfE Guidance is updated)