


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:	1 September 2020
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
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 	<ul style="list-style-type: none"> • Start of Autumn term • All Music Tutors • Ongoing
Teaching accommodation	Transmission and Infection of coronavirus	<ul style="list-style-type: none"> • Ensuring social distancing is observed between music tutor and pupils (Large enough space is provided) • Ensure ventilation / airflow is adequate (e.g windows / doors open) • Ensure wherever possible small group tuition is delivered within school bubbles / 	<ul style="list-style-type: none"> • Staff training and guidance shared about social distancing and how to implement in school settings. • If necessary small group lessons may temporarily be organised in to pairs / individual sessions (Reduce mixing of bubbles / units) 	<ul style="list-style-type: none"> • Start of Autumn term • Schools where teaching takes place

		<ul style="list-style-type: none"> units. • Seat / position pupils side by side / back to back where possible. • Brass / Woodwind instruments always positioned so that the air from their instrument does not blow into another player. • Cleaning of teaching accommodation is included as part of schools regular deep clean plans. 	<ul style="list-style-type: none"> • Staff to contact schools and ensure suitable teaching space is available. 	<ul style="list-style-type: none"> • Music Service Tutors
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... 	<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 	<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"> • Avoid prolonged periods of singing • Ensure singing is no louder than normal speaking voice • Ensuring extended social distancing is observed between music tutor and pupils (2 metres +) • Ensure ventilation / airflow is adequate (e.g windows / doors open) • Ensure wherever possible small group tuition is within school bubbles / units • 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 	<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

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	1 September 2020
Date of planned review (not to exceed 12 months)	23 October 2020 (or sooner if DfE Guidance is updated)
Date of planned full re-assessment (not to exceed 24 months)	23 October 2020 (or sooner if DfE Guidance is updated)