

Gateshead Music Service Risk Assessment – Covid 19 Instrumental Tuition in Schools

Owner:	Gateshead Music Service		
Consultees:	Gateshead Council Health and Safety Team		
Version:	1		
Date of assessment:	16th July and 3 rd Sept 2020	Review date (max 1 yr):	November 2020

Instrumental tuition in schools from September 2020

PROTECT INFORM CLEAN

This briefing is aimed at School Settings and Gateshead Music Service tutors to provide advice on the safe delivery of instrumental tuition in schools. Also to ensure Gateshead Council is fulfilling its legal duty to protect all employees from harm by ensuring tutors and schools consider the risk to any employees who are particularly vulnerable within the peripatetic framework of working. This briefing will be subject to review in the event of any changes to current guidance.

This risk assessment has been written to work alongside schools' own risk assessments.

We ask schools to inform tutors of anything specific to their site beyond the measures detailed below. All tutors will be paid an additional half hour to meet with each school before any delivery starts, to ensure all risks are understood and implemented, and to plan instrumental tuition alongside music curriculum plans for the school (topics, suggested shared repertoire, use of Charanga, getting all pupils log ins for Charanga in preparation of any future local lockdowns).

Note that all schools now have FREE access to Charanga for Primary and Focus on Sound for Secondary.

If a school is unable to provide the space and precautions needed they are advised to inform the music service office **before** tutors are allowed to visit the school.

Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. This includes SEN music delivery.

For the moment we are not doing extra curricular activity unless it is online. Our Youth Orchestras will resume online from 2nd week of term.

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1. TUTORS VISITING SCHOOLS

Hazard	Who is at risk?	Control measure(s)	Who is responsible?	Risk Rating
Tutors to school unknowingly carrying COVID19. Please note that as tutors are employed by Gateshead Council they are not classed as visitors.	Everyone	On entering the building, Tutors should wash or sanitise their hands. Tutors should be informed of which bathroom they can use and the route that needs to be taken to get to there. Where possible this should avoid internal routes.	School to make handwashing available. Tutors to carry hand sanitisers (at least 60% alcohol) and sanitising wipes provided by GMS	6
		Tutors should bring their own pen to sign in. Gateshead Council HR is developing an online claim form to minimise contact	Tutors to carry pen	4
		Tutor should be advised of the route to the teaching space provided to avoid crossing bubbles.	School to inform tutor	4
		Tutors should stay in the teaching room for the duration of the session, the only exception being bathroom breaks.		4
		Pupils should make their own way to the teaching space for the lesson to avoid the tutor having to walk through class bubble space.	Schools escort younger pupils where needed for small group tuition	4
Changes to emergency procedures due to COVID19 precautions	Tutor Pupils	Tutors should be informed of what to do in the event fire alarm or other emergency. <ul style="list-style-type: none"> Where is assembly point? What is the expected route to the assembly point? 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. Tutors to be aware that social distancing does not need to be adhered to in an emergency if it is not safe to do so.	School to inform tutor	4
Transmission due to contamination of teaching space and	Everyone	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance . All teaching spaces should be cleaned in accordance to these guidelines.	School	6

shared equipment		Where whole class lessons take place in halls, pupils not to be allowed to access tutors teaching areas or instruments left in schools to avoid cross contamination.		
		Between each small group or individual session, tutor should wipe down any resources or furniture that will be used for the next pupil with a disinfectant wipe (music stand, piano keys, stool). Wipes will be provided by GMS for this purpose. Equipment to avoid being used for 5 minutes after wiping the surface to enable contact time for wipe to work. Schools to allow/agree this time falls within teaching time as a necessary requirement	Tutor GMS to provide disinfectant wipes School	4
		The next pupil for small group/individual lessons should not enter the room until advised by the tutor and should wash their hands according to school risk assessments before and after the lesson.	School to arrange handwashing before the pupil enters the teaching space	4
		Where possible, all pupils to be provided with individual instruments – no sharing of instruments. No contact between tutor and student for tuning/technique. Mirroring teaching only. Specific advice for small group and whole class is listed below for where this might not be possible.	Tutors Pupils	4
		Sufficient time is available for the enhanced cleaning regime to take place or to be included in teaching time. A few minutes extra will be needed between each pupil to allow for cleaning down surfaces and time will need to be allowed for instrument assembly and cleaning. More guidance for each type of session is listed below	School	4
Waste disposal process in place for potentially contaminated waste.	Everyone	Any potentially contaminated waste (tissues, paper used to cover instrument bells or to clear spit valves) in the teaching space should be placed in a lidded bin with a bag inside. This should be provided by the school in accordance to COVID19 cleaning guidance and disposed of at the end of the day in accordance to the school's risk assessment.	School to provide lidded bin in the teaching space. Tutors to carry black plastic bags for waste if bins not available	4
		Woodwind and brass tutors should have a supply of wipes and disposable cloths supplied by GMS	GMS to supply wipes & disposable clothes	6
Teaching spaces are not suitable for teaching under COVID19 regulations	Tutors Pupils	Teaching space must be large enough for tutor and pupil to maintain social distancing. Furniture in the room may need to be moved to allow for this and this should be done before the tutor arrives at school. Any furniture not needed in the teaching space should be removed if possible. Sufficient ventilation will also be required. Additional space will be needed for the teaching of some instruments.	School to arrange teaching space before the first visit Tutors can live stream into the session with relevant equipment in the room, if space not large enough. Additional staff support needed at Primary level to	6 6

		<ul style="list-style-type: none"> • Flute: At least 2m from the end of the instrument and from the mouthpiece • Saxophone, Bass clarinet and Brass: At least 3m from the Bell • Singers: At least 3m apart from tutor or each other • Also positioning of pupils and teacher should be side to side, but not necessarily face to face – varying for type of tuition. 	facilitate this. Guidance will vary dependent on type of tuition (whole class singing, brass and wind for example)	
Additional risk of contamination for blown instruments	Tutors Pupils	<p>Plexiglass screens will be used to provide additional protection for tutors of brass and wind instruments and would be recommended in rooms where space is tight. This would not negate the need for social distancing</p> <p>Pupils play back to back or at least 3m from each other.</p>	GMS will provide brass and wind tutors with their own screens and take responsibility for cleaning and positioning of them in the lessons.	6
		<p>Rooms should be well ventilated at all times.</p> <p>Windows should remain open and air conditioning on if the room has no external ventilation. Where possible this should be re-circulated fresh air, rather than recycled air.</p>	School	4
		In settings where young people may struggle with social distancing, markings on the floor could be used to show the space where the tutor should be and where the pupil would be. Tape, chalk markings or hoops could be used to show this.	School	4
Surface transmission through clothing	Tutors Pupils	<p>Tutors should follow the normal guidance from GMS and schools regarding suitable attire for school and in addition should not wear items of clothing that could further transmit COVID19 – scarves, ties, long floaty clothing.</p> <p>Clothes should be clean on each day.</p>	Tutors	6
Suspected and confirmed cases of COVID19	Tutor Pupils	<p>Approach to suspected COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> • Tutors to carry personal mobile phones and in the event of a child displaying symptoms of COVID19, they should call the school office who will then deal with the case in accordance to school policy • The teaching space should then be cleaned as it would between sessions. • Any potentially hazardous waste should be placed in the lidded bin. 	<p>School and Tutor</p> <p>Schools should advise if all pupils should be returned to class and lessons stopped</p> <p>School according to their policy</p>	6
		<p>If the tutor displays symptoms of COVID19 they should follow current government guidelines, self-isolating until they have been tested.</p> <p>If they start displaying symptoms on the premises, to advise the school, music service</p>	Tutor	4

		office and follow government guidelines, cancelling sessions. They should not attend any face to face teaching scheduled that day but must inform the school and GMS following the usual procedure outlined in the tutor handbook.		
		If a tutor tests positive for COVID19, they should contact the school to inform them. The school should then follow their own Risk Assessment procedure to contact any pupils or staff who have been in contact with the tutor. The teaching space used by the tutor should be deep cleaned in accordance to the school guidance.		6
Arrival and departure times changed due to School procedure changes		Tutors should be advised of any times when they cannot enter or leave the school premises if these have been changed due to COVID 19 guidance to avoid busy drop off and pick up times. School should also notify the music service office if one of the pupils who the tutor has been working with tests positive. Guidance is being produced by Gateshead council for schools around trace and tracking processes.	School to inform tutor before first visit	3

2. CLASS SINGING IN BUBBLES

Hazard	Who is at risk?	Control measure(s)	Who is responsible?	Risk Rating
Airborne transmission	Everyone	Pupils take up the maximum space possible which in current government guidance is at least 2m ² per pupil.	School and tutor	5
		State any extra measures if the teacher is more vulnerable (older, underlying health issues). GMS will risk assess older, more vulnerable tutors to assess if it is safe for them to deliver in the school. Schools to liaise with Gateshead Music Service under these circumstances.		6
		Teacher to be at least 2 preferably 3 m ² from the nearest pupil.		6
		Discourage loud singing in favour of quality of sound in quiet singing to generate fewer bioaerosols		5
		Extremes of diction (particularly plosives) generate higher volumes of bioaerosols, should be avoided or discouraged.		5
		Any spaces where singing is taking place should be well ventilated. Where possible, sing with the windows open or outdoors. Singing should be avoided for large numbers of pupils in smaller rooms with no ventilation until more government guidance is clear about the risk		4

Airborne transmission	Teacher	Teacher to be at least 2m from the nearest pupil.	School	6
Airborne transmission	Everyone	<p>Short bursts of singing in classroom kept to a minimum – children hum tune to learn melody; speak lyrics quietly to memorise. Limit singing of song to 10min max bursts.</p> <p>Current Government Guidance is Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing and mitigation as described below can be maintained. More consideration should be made for the higher risk for vulnerable staff.</p> <p>In the smaller groups where these activities can take place, schools should observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate.</p> <p>Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player.</p>	School School	4
Airborne Transmission	Everyone	Tutor can be live streamed into multi classrooms to reduce contamination and enable some whole school singing	Everyone – GMS can advise and provide cameras etc where necessary	4

3. SMALL GROUP AND INDIVIDUAL 1 2 1 TUITION

Hazard	Who is at risk?	Control measure(s)	Who is responsible?	Risk Rating
Safeguarding	Tutor and Pupil	<p>Schools need to ensure that all safeguarding precautions still stand under the new arrangements.</p> <p>If the room that the session takes place is in an isolated part of the school, a member of staff should relocate to work nearby.</p>	School and GMS	6
Surface transmission via instruments	Tutor and Pupil	<p>Tutors and pupils should keep to their own instruments at all times. If the tutor does needs to check or mend an instrument, they should wear gloves supplied by GMS if it is woodwind or brass instrument.</p> <p>For all other instruments, the instrument should be wiped with a disinfectant wipe before fixing and then on return to the pupil.</p>	Gloves provided by GMS	6
		Teachers must not play on students' instruments, even to diagnose a problem.		4

		If a tutor needs to demonstrate on the piano, the keys should be disinfected before and after.	Wipes to be provided by the school	4
		Drum tutors should have their own sticks for demonstration purposes.		4

Airborne transmission	Everyone	Flute: At least 2m from the end of the instrument and from the mouthpiece Saxophone, Bass clarinet and Brass: At least 3m from the Bell		6
		Woodwind instruments with a bell that can release condensation should have the bell covered with a disposable cloth kept in place with an elastic band. These should be changed through the lesson as necessary and disposed of in a lidded bin, or black bag provided by the tutor. Older pupils should be able to do this themselves. Pupils to wash/sanitise hands after removing and replacing bell cloths. Different measures should be put in place should larger groups (generally to be avoided or above 15) or younger children be in the session who might need more support. In this case, groups should be very small and children should direct their instruments away from each other as described above, not using bell coverings.	Cloths, black bags and bands provided by GMS to tutors	6

		Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player.		
Surface transmission via sheet music	Everyone	If pupils are bringing in their own sheet music, the tutor should avoid touching it. Pupils should make any markings or notes themselves, using a pencil they have brought to the session.	Tutors to email sheet music and lesson plans to pupils via school, parent or Charanga. No handing out in the lesson	4
		If tutors are using their own music, pupils should avoid touching it.		4
Airborne transmission – further precautions.	Tutor and Pupil	A plexiglass screen can be used between pupil and teacher in singing, woodwind and brass lessons.	If schools feel this is needed, they should discuss with GMS	4

Airborne transmission – further precautions.	Everyone	A plexiglass screen could be used between the teacher. Mainly for wind and brass instruments or singing tuition.	Plexiglass screens to be provided by GMS	6
Surface transmission via printed music	Pupils	Songs mainly taught by ear or if required, words are projected. If music is needed, pupils to retain their own copy of any music and keep it with other individual school equipment.		4
Surface transmission via equipment used	Teacher	Cleaning of PC or CD player for backing track or piano/keyboard should take place after each use using a disinfectant wipe. Accompanying to be	Schools and GMS to provide wipes	4

for playing backing tracks or accompanying		reviewed once it is safe to have 2 teachers in the room. Backing tracks to be used until government guidance changes. Tracks to be played at a volume that allows speech to be heard without the need to raise the voice level.		
Airborne transmission (vulnerable individuals)	Teacher	Pupils and teachers who are categorized as vulnerable should consider using extra precautions such as a plexiglass screen or face mask or face visor. In general, face visors will be preferable for music teaching to aid the learning, but this to be assessed in line with Gateshead Council guidance to support reducing anxiety of staff. Any PPE that a vulnerable person uses should be in accordance with their individual risk assessment.	Schools and tutors to follow guidance attached – Face Coverings for staff.	

4 WHOLE CLASS INSTRUMENTAL TUITION (NON-BLOWN INSTRUMENTS)

Hazard	Who is at risk?	Control measure(s)	Who is responsible?	Residual Risk Rating
Airborne transmission	Everyone	All participants respect social distancing of at least 2m.	School	6
Airborne transmission	Adults	Teacher(s) at least 2m from nearest player at all times and 3m when practical.		6

Surface transmission when tuning	Tutor and pupils	Pupils to be taught to tune as part of the lesson. School teachers to tune instruments where possible. Training can be provided by GMS free of charge to facilitate this. Where possible, tutor to tune in advance of the session at least 3 days before, for quarantine of instruments. This as part of the charged delivery. Where not possible, schools to support with this tuning. All pupils to have their own instruments. Pupils could observe and alternate on a weekly basis where there is a shortage of instruments – quarantined for a week if not used. (but not for blown instruments)	GMS to provide instruments where possible. Schools to facilitate and support tuning of instruments. older children taught to tune as part of tuition.	6
Surface transmission via touch surfaces (handling and playing)	Everyone	Enhanced hand hygiene is routinely observed.	Everyone	6
		Please see guidance below about distribution and collection of instruments.		6
		Tutors should have their own instrument for demonstration.		6
Surface transmission	Everyone	If books are used, each pupil should have their own copy for the duration of the programme. Resources such as Charanga should be projected as much as possible		4

5 WHOLE CLASS INSTRUMENTAL TUITION (BLOWN INSTRUMENTS)

Hazard	Who is at risk?	Control measure(s)	Who is responsible?	Residual Risk Rating
Airborne transmission	Everyone	Brass and wind instruments are not considered safe currently and alternative provision should be in place for at least the first half term or if government guidance changes. Tutors can deliver a range of alternatives to prepare pupils for taking up the instrument when allowed (body percussion, theory, some singing where measures are put in place above, boomwhackers, music technology etc). When these instruments return to the classroom the following distances must be observed until government guidance changes Flute: At least 2m from the end of the instrument and from the mouthpiece Saxophone, Bass clarinet and Brass: At least 3m from the Bell	School GMS Tutors	6
		Alternative music whole class lessons include body percussion, music theory (using online resources such as Charanga) and other activities as advised by GMS, training is being provided for QA purposes 7 th and 8 th September	GMS	4
Airborne transmission – additional precautions	Everyone	When instruments are felt to be safe woodwind instruments with a bell that can release condensation should have the bell covered with a disposable cloth kept in place with an elastic band. These should be changed through the lesson as necessary and disposed of in a lidded bin or tutors black bag. This should be in place if the instrument will release condensation through the session. If the instrument is not being played for longer than 15 minutes in total this may not be necessary.	School GMS	6
Surface transmission via mouthpieces	Everyone	Sharing mouth pieces on blown instruments is not considered safe and sharing instruments is not advised. Pupils should always have their own instruments	School GMS	6
		Plastic recorders can be cleaned in the top rack of a dishwasher between uses and an instrument per child is needed if used for Whole Class. Ocarinas are safer than recorders. Recorders are not recommended for the first half term at least, until government guidelines change	GMS staff equipped with full sets of ocarinas to use if required.	6

		If instruments are stored together after the lesson they should be labelled to ensure that instruments are returned to the correct player.		6
		Recorders should not be stored in boxes where the mouth pieces can touch unless they are in cases or have been cleaned in a dishwasher.		6
		Teachers/tutors must not play on students' instruments, even to diagnose a problem.		6
Airborne transmission	Everyone	<p>Pupils should assemble and pack away their own instrument, cleaning it with a cloth that is either stored in the case with the instrument or disposable.</p> <p>If cloths are disposable, they should be disposed of in a lidded bin or black bin bag provided by the Tutor.</p> <p>Additional PPE, social distancing measures in place for staff considered as vulnerable. This must also be in accordance with the staff member's individual risk assessment/medical advice.</p>	<p>School to provide a lidded bin in the teaching space</p> <p>Owner of the instruments to provide cloths if they are needed.</p>	6

6 COLLECTING AND REALLOCATING INSTRUMENTS

Hazard	Who is at risk?	Control measure(s)	Who is responsible?	Residual Risk Rating
Airborne transmission	Everyone	Pupils should assemble and pack away their own instrument, cleaning it with a cloth that is either stored in the case with the instrument or is disposable.		6
		If cloths are disposable, they should be disposed of in a lidded bin.	School to provide lidded bin	6
Surface transmission	Everyone	Before any session, tutors and pupils must wash their hands with soap and water.		6

Surface transmission	Everyone	<p>Instruments not in school will be distributed by tutors and teachers before the sessions to allow enough time for quarantine. Tuning of whole class insts done at this time. School to coordinate children collecting their own instruments for Whole Class. Pupils for small group/individual tuition at Secondary level responsible for maintaining, cleaning and bringing their instrument to the lesson. Primary pupils require support for this – training to be given by tutors to give more confidence in pupils to tune their own instruments.</p> <p>Some parents have already successfully learnt to tune instruments through online tuition – GMS can provide more training online for parents to support this.</p>	<p>Schools</p> <p>Tutors</p> <p>Parents</p> <p>Pupils</p>	
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		At the end of the session, instruments should be collected in the same way as distributed. Hand washing for pupils recommended before and after each session Teachers and tutors should wash their hands immediately if they have collected the instruments.		6
		After collection, instruments should be cleaned before being used by another group.		6
		Consideration must be taken for the material the instrument is made of. If the instrument will be damaged by soap and water or disinfectant wipes, it should be stored for five days before further handling, little if any Covid-19 virus will remain viable.	Owner of the instruments is responsible for their cleaning	6
Surface transmission	Music service or tutor	If instruments are being delivered to a venue by the service or tutor, clean disposable gloves provided by GMS should be used on arrival to carry instruments into the venue.	Gloves supplied by GMS	4
Airborne transmission during distribution and collection	Everyone	Where possible, instruments should be distributed by teachers and tutors before the session. If pupils are collecting instruments, they must ensure they maintain the school's social distancing and risk assessment measure and do not touch any instrument other than their own.	School and pupils	6

7. MUSIC SERVICE ENSEMBLES

Hazard	Who is at risk?	Control measure(s)	Who is responsible?	Residual Risk Rating
Airborne transmission	Teacher/ leader	Teacher stands at least 3m from nearest player. More vulnerable people may consider a mask or screen.	Tutor	6
		2m social distancing must be in place for all players or as government guidance changes		6
		Strings to start ½ term with strict social distancing and max numbers as per government guidance. Wind and Brass to live stream from home, joining in online. Once able to return – government guidance to be followed i.e. Flute: At least 2m from the end of the instrument and from the mouthpiece Saxophone, Bass clarinet and Brass: At least 3m from the Bell Singers: At least 3m apart from tutor or each other	Tutor and pupils	6

		Woodwind instruments with a bell that can release condensation should have the bell covered with a disposable cloth kept in place with an elastic band. These should be changed through the lesson as necessary and disposed of in a lidded bin.	GMS to supply for ensembles Schools to supply for school ensembles	6
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Surface transmission	Pupils	Players must be one to a stand	Ensemble leaders	6
		<p>Music will be distributed in folders for each child and labled with names to ensure players can retain their own music.</p> <p>Where this is not possible, pupils should place their own music in a plastic wallet.</p> <p>Whoever is collecting this should wash their hands once the music has been collected in and social distancing should be maintained during collection (ideally after other players have left).</p>	Ensemble leaders	4
Surface transmission	Pupils	Shared instruments (percussion, keyboards) will need to be cleaned appropriately between users, but not within sessions/lessons. All instruments cleaned or quarantined between use	<p>GMS to supply for ensembles</p> <p>Schools to supply for school ensembles</p>	6

8. USE OF COMPUTERS, TABLETS, MUSIC TECH

Hazard	Who is at risk?	Control measure(s)	Who is responsible?	Residual Risk Rating
Airborne transmission	Everyone	One pupil to a workstation or iPad with school social distancing measures in place.	School	4
		If help is needed, the pupil will step away from the workstation or put the iPad down to allow the teacher to use.		6
		Wipe down equipment if assistance is needed.		6
Surface transmission	Everyone	Keyboards, touchscreens and control surfaces to be wiped down before and after use with a antiseptic wipes or cloths soaked in disinfectant and well wrung out.	School Tutor/teacher	6

		Residues to be wiped off with dry cloths.	Wipes to be provided by school	
		Resources to be shared and distributed online or projected for group sessions.		4
Airborne and surface transmission when using microphones	Everyone	<p>If microphones are to be used, they must only be used by one person only and then disinfected between uses if they are to be used in the next five days.</p> <p>Pop shields could be used but must be either quarantined, cleaned or changed before the next used.</p>	School, unless the equipment is brought to the session by the tutor, in which case GMS will be responsible.	4

9. SEND

Hazard	Who is at risk?	Control measure(s)	Who is responsible?	Residual Risk Rating
		<p>Any tutors working in SEND settings should contact the setting to discuss the COVID19 Risk Assessments in place for the establishment and comply with their guidance. The previous sections of this document relating to activities will be expected to be adhered to.</p> <p>When selecting tutors to go into SEND settings we will ensure tutors have experience and understanding of working with young people with SEND.</p>		
Airborne transmission	Students Tutors Support staff	<p>Close contact with students should not happen for music tutors who are working in a number of different schools. Visors are possibly more appropriate, - tutor and school to discuss this before the sessions to ensure PPE is appropriate for the setting, tutors safety and learning outcomes for the children. They should be worn appropriately and cleaned regularly throughout the day. A soft cloth or sponge can be used to gently clean the shield. Rinse the shield in clear water and dry with a soft cotton towel or a microfiber cloth. Remember soap and water removes microbes on our hands, so it will work on your shield as well. Sanitiser sprays have been provided too.</p>	Visors supplied by GMS if deemed appropriate	8
Person-to-person transmission	Students Tutors Support staff	<p>If a young person needs assistance with dealing with a runny nose or excess saliva in lessons the tutor should follow understand the schools risk assessment processes to deal with it, ideally school staff would be on hand to support this. The child may need to be sent to a classroom teacher in their bubble to assist with hygiene and cleaning. Any waste should be disposed of in a lidded bin by the pupil/school teacher</p>	School to provide tissues and a lidded bin or alternative for waste disposal	8
		<p>Tutors are wearing a visor to protect themselves in most circumstances. It would be better to determine whether a visor is required or not in accordance with discussions with the school based on their risk assessment relating to working with</p>	GMS to supply visors and gloves	

		the young person, rather than allow the tutor to make the decision themselves. If a visor is to be used, guidance should be given on how to clean and store it if provided by the school, or in accordance with instructions for tutors as above		
Surface transmission	Students Tutors Support staff	Any handling and control surfaces should be cleaned between uses. Please see the guidance in section 6 for further details.	School	6
Surface transmission	Students	Instruments are cleaned between uses following the guidelines in the sections above.	School	6

10. ROCK AND POP PROVISION

Hazard	Who is at risk?	Control measure(s)	Who is responsible?	Residual Risk Rating
Airborne transmission	Everyone	Where possible, sessions to be delivered remotely. Currently no afterschool groups are planned. GMS is in consultation with Secondary schools at an individual level regarding this. Groups should be small and matched to studio size to ensure social distancing. Singers, sax and brass players must have additional space as per above guidance.	Ensemble leader	6
Surface transmission	Students Adults	All shared equipment is wiped down when groups changeover. Sax and brass players have own instruments; no reeds shared.	Ensemble leader	6
Surface transmission	Everyone	Where possible, players should retain their own music. Where this is not possible, pupils should place their own music in a plastic wallet. Whoever is collecting this should wash their hands once the music has been collected in and social distancing should be maintained during collection (after other players have left). Ensembles should finish early to allow time for this to be done within tutors paid hours Music sheets to be quarantined for 72 hours before re-using.	Ensemble leader	4
Surface transmission	Students Adults	Pop shields should be used on vocal microphones and should be changed before the next user and the microphone wiped down with a disinfectant wipe.	GMS to supply for Ensembles	6

			School to supply for any school ensembles	
Airborne transmission	Vulnerable student(s) adult(s)	Pupils and teachers who are categorized as vulnerable should consider using extra precautions such as a plexiglass screen or face mask. All wind and Brass small group where started must use additional PPE as described above (screens, bell covers etc). This must also be in accordance with the staff member's individual risk assessment/medical advice.	If schools feel this is needed, they should discuss with GMS	6

RESIDUAL RISK RATING

How likely is the activity to result in actual harm (1-5)?		Likelihood less more	5					
How severe would the consequences be (1-5)?			4					
Risk rating (likelihood x severity)			3					
			2					
			1					
			1	2	3	4	5	
			better worse					
			Severity					

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

Date communicated to staff/volunteers:

Signed:

Date:

Name:

Position:

A RECOMMENDED CODE OF PRACTICE FOR PERIPATETIC TUTORS IN SCHOOLS

1. 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.
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
2. 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.
3. Sign in at the school reception on arrival and immediately wash your hands thoroughly before going to the teaching room. Take your own pen to do this.
4. Remember that this way of working is as new to school staff and pupils as it is to you. Accept that there will be slips and honest mistakes on both sides and take the opportunity to learn from them.
5. 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.
6. 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.
7. Find out, before you need to know, what to do if you or pupils fall ill.
8. If you think that a child may be showing symptoms of Coronavirus, stop the lesson and report your concerns to the school immediately.
9. Teach workshops and larger groups outside if it is practical and weather permits.
10. Maintain 2m or more distance from other people at all times, including pupils. If you are teaching singing, brass, saxophone or bass clarinet this should be 3m during lessons.
11. 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: i.e. do not move heavy furniture.
12. If the teaching room does not allow for sufficient distancing, explain this to the school. If no reasonable alternative is offered, and online streaming to the classroom is not available through the school, politely decline to teach that session for the benefit of both you and pupils. If you have one, raise the issue with the Music Service Manager immediately
13. You may consider wearing a face covering while you are teaching (any secondary small group singing, woodwind and brass teachers will need to remove theirs to demonstrate. PPE will be provided (screens) to demonstrate and minimise risk of aerosols in line with the individual school risk assessment). Check this with the school, in line with Council recommendations below, before the first visit, as some settings are not encouraging this.
14. Avoid touching pupils' instruments, particularly mouthpieces. Carry disposable gloves and hand sanitiser in case you absolutely have to touch a mouthpiece, e.g. to set a reed. Use plastic screen for pupils to place the instrument next to it, whilst you step back. Wait for the pupil to step back then repeat this process once the instrument has been dealt with.
15. Never play on a pupil's mouthpiece or allow them to play on yours.
16. Stick to the agreed timetable as closely as you reasonably can but understand if it has to change at short notice.
17. Wash your hands thoroughly before leaving the school, preferably as the last thing you do before signing out.

Schools are asked to:

- Provide details of school's COVID19 Risk Assessment that tutors will need to comply with
- Communicate to tutors expectations and changes to working patterns in response to the Risk Assessment
- Provide hand washing facilities
- Provide cleaning wipes for equipment owned by the school
- Provide suitable teaching spaces to allow for social distancing and greater distancing needed for some instrumental and vocal lessons
- Ensure pupils know where lessons are and are on time for lessons
- Provide suitable method of disposal of any potentially hazardous waste
- Ensure safeguarding is in place and that tutors are not teaching in isolated spaces

GMS will:

- Communicate changes and expectations to tutors
- Provide PPE and cleaning equipment for tutor use in lessons
- Suitably clean all instruments on loan to schools for workshop purposes (instruments on long term loan should be cleaned by the school)
- Discuss the need for plexiglass screens and source these for loan to schools if this is deemed appropriate
- Liaise between tutor and school where necessary to ensure the best outcome is reached.

Face coverings for staff: <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

Advice for staff:

- Face coverings are not the same as face masks which are provided as PPE within schools for specific purposes as identified by risk assessments. Face masks intended for use as PPE must not be used as face coverings, these should be kept for their intended use. This briefing does not cover the use of face masks.
- There is limited evidence on the effectiveness of face coverings. The evidence available indicates that wearing a face covering does not protect the wearer, but if the wearer is infected and has not yet developed symptoms it may provide some protection for others who the wearer comes into contact with.
- There is a risk of increased risk of transmission of COVID-19 if they are misused (intentionally or inadvertently), and they can give the wearer a false sense of security.
- Current government and Public Health guidance is that face coverings are not worn by staff in education settings, therefore the decision to wear a face covering must only be by personal choice and it is worn at the wearer's own risk. Face coverings will not be provided by the school or by Gateshead Council.
- Wearing a face covering is **not** as effective and is not a substitute for other control measures in the school's risk assessment - most notably, good and regular hand hygiene, good respiratory hygiene, regular cleaning of frequently touched surfaces, avoiding contact with symptomatic individuals or those who are self-isolating (by ensuring they do not attend the school setting) and maintaining social distancing wherever possible.

- Face coverings may inhibit effective communication and teaching, requiring the face covering to be taken on and off throughout the day, which may increase the risk of transmission of COVID-19.
- Face coverings should not be worn by people who have problems breathing whilst wearing a face covering.

If an employee chooses to wear a face covering it must be in accordance with the following guidance:

- Employees have read and understood the above advice.
- Face coverings must cover the nose and mouth and be well-fitting so they do not need to be adjusted once they are put on.
- Wash hands thoroughly with soap and water or sanitiser for 20 seconds prior to putting on the face covering and after removing it.
- Continue to maintain social distancing wherever possible, practice good and regular hand hygiene, and good respiratory hygiene, and ensure regular cleaning of shared surfaces at all times when wearing a face covering.
- Continue to avoid touching eyes, nose or mouth at all times when wearing a face covering.
- When wearing a face covering ensure loose ends are tucked away.
- Face coverings must not be allowed to dangle around the face or neck.
- Change your face covering if it becomes damp or if you have touched it.
- Do not touch the front of the face covering or the part of the face covering that has been in contact with your face or mouth, including when removing the mask.
- Change and wash your face covering daily in line with washing instructions. If it is not washable dispose of it carefully in your usual waste.
- Once removed clean any surfaces the face covering has touched.
- Dispose of single-use face coverings in a covered bin or store washable face coverings in a plastic bag until you are able to wash them.

Advice for head teachers.

- Wearing of face coverings in education settings is against current government and Public Health guidance therefore employees should not be requested or required to wear face coverings.
- If an employee is anxious about working in the school environment and still wishes to wear a face covering, having discussed their anxieties, the control measures in place within the school COVID-19 risk assessment and any other relevant risk assessments with them, and having made them aware of the above advice, if they are able to effectively carry out their role and safely use a face covering, employees should not be prevented from wearing a face covering.

Face coverings for pupils:

- Current government and Public Health guidance is that face coverings are not worn by employees in education settings.

- Face coverings should only be worn by pupils in accordance with government guidance/ requirements (refer to current guidelines).
- Parents/cares should be requested to ensure that pupils do not wear face coverings whilst on the school site.
- If pupils do arrive at school wearing a face covering: -
 - They are instructed not to touch the front of their face covering during use or when removing them
 - They wash their hands immediately on arrival
 - They dispose of single use face coverings in a covered bin or store reusable face coverings in a plastic bag to take home (plastic bags should be available in school if required for this purpose).
 - They wash their hands again.
- Staff should not put on/remove pupil's face coverings; they should verbally support the pupil to do this themselves.

If you have any queries relating to the above guidance or would like to discuss this further, please contact your H&S officer: Lorraine Dixon on 0191 433 2237, Rebecca Pedlow Music Service Manager on 0191 433 8690 or Barbara Murray on 0191 433 8685