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| **Risk Assessments for:**   | **Hampshire Music Service delivering provision in school**     | **Date:**  **Updated:**   | 1 June 2020     |
| **Assessor Name:**   | Jill Larner    | **Sources:**   | WHO, NHS, HCC, DfE, MU, MIA   |

  **Note: Measures for music service staff should run in line with current school risk assessment**    |    |    |    |      |    |   |
| **What are the hazards**?  | **Who might be harmed/how?**   | **Risk rating without controls**   | **Current control measures**   | **Risk Rating with control measures**   | **Are risks adequately controlled for work to go ahead, or will further control measures be required? (Detail any additional measures)**   | **Action required by whom**   | **Date action required by**   |
| **1.STAFFING**  **Direct transmission of COVID -19 virus**     from being in close proximity to people with the virus. i.e.   person to person transmission (hand to hand, hand to mouth, hand to body) etc.                                                                          **2.CHILDREN** **Whole-class**                                    **SMALL GROUP AND INDIVIDUALS**                                                                    **EQUIPMENT**  | Music Service staff, School employees, pupils, parents and the general public.                                            | H   | **General Measures**                                                              Music Service staff are advised to follow NHS guidance on coronavirus (COVID-19)  [Covid-19-guidance-for-employees](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-guidance-for-employees)    Music Service SLT team is advised to follow the NHS guidance for employers and businesses on coronavirus (COVID-19) [Covid-19 Guidance to-employers](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19) and [Covid-19 Guidance for schools](https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision)    **Specific measures in place by schools**  **Numbers of pupils and size of groups are being limited to control the potential for virus spread.**  * Schools are accommodating vulnerable/ key worker children
* Schools will begin wider opening for pupils into school from 1 June, starting with priority year groups- nursery, reception, year 1, year 6 and in primary and years 10 and 12 in secondary schools/colleges.
* The number of pupils per class(bubble) will be kept to a maximum of 15
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 **Specific measures in place by HMS**  * Clinically extremely vulnerable HMS staff members are identified and advised to work at home.   HMS staff who live with someone who is clinically extremely vulnerable are advised to maintain stringent social distancing. If this cannot be adhered to they should work at home.

 * Clinically vulnerable HMS staff are advised to work at home. HMS staff who live with someone who is clinically vulnerable can attend work.

 * Employees are encouraged to discuss any issues/problems they may have with their line manager and be aware of the HCC Health Assured services.
* HMS Staff are asked to not touch or shake hands with other people.

 * After each school visit HMS staff should wash their hands before and after each visit/journey.

 * HMS staff must comply with school access/one-way systems/signing in etc.
* HMS Staff are advised to only physically meet with school staff if they are satisfied that doing so is consistent with prevailing government advice
* Where possible contact with parents or other school staff is conducted remotely, via telephone or video link.
* HMS Staff are advised to only physically meet with parents or other school staff if they are satisfied that doing so is consistent with prevailing government advice.

   **General expectations for teaching groups**  * Class groups will be kept to a maximum of 15 per bubble, as per government guidance.
* Consider singing taking place outside where appropriate
* Movement of staff and pupils between classes should be kept to a minimum in schools.

 **Expectations to be made clear and reinforced with reminders at the start of each Class session:**    * Staff and children should be reminded about social distancing by member of school staff before commencing work eg all pupils and staff will follow social distancing rules and keep to a minimum distance of two metres apart where possible.
* Movement in the class should be kept to a minimum.
* Staffs are asked to not touch or shake hands with pupils or school staff.
* Regular hand washing should take place. For children this will be directed and supervised by school staff.

     * Small group and individual music lessons should take place in a well-ventilated room.
* Two metres should be kept between music staff and pupils.  If distancing cannot be achieved alternative solutions will need to be put in place.  NB **Singing and flute playing should not be undertaken in close proximity.**

  * If HMS staff member is in multiple groups, staff member should move to the classes not pupils to classes to reduce risk where possible. It may be though that the Headteacher will set up a large teaching space, such as the hall, for music lessons. In this case the school would probably ask for class bubbles to move to the teacher and then back to classrooms. If this is the case then it would be advisable for children to bring their own class chair to save any cleaning of the floor space (where children sit) between the teaching of different bubbles.
* If children are withdrawn from bubbles for music lessons they should be supervised by school staff.  HMS teachers will not collect, find or return children to classrooms. Movement of pupils and space sharing should be kept to a minimum.
* Pupil lesson times should be staggered for arrival and departure times to reduce contact.

 * If space sharing is unavoidable areas should be cleaned and wiped down between sessions.

 * Spaces should be ventilated as much as possible both during and between sessions.

 * If pupils have to move to staff location, cleaning should take place between sessions.

 * HMS staff should inform school staff immediately if they or a child becomes unwell during a session
* If a member of staff becomes unwell or is exposed to a child who is unwell they should inform the HMS office. They will be asked to follow prevailing Public Health Advice as required.

 **General expectations are:**   * It is advisable that staff wash hands when moving between schools.

 * Hand washing or the use of hand sanitizer should take place regularly.

 * No instruments should be shared between staff or pupils and none without wiping down.
* Wind instruments must not be shared.
* Microphones should not be shared.

 * Handouts should not be given out.

 * Equipment should be cleaned with antibacterial wipes in between use by different pupils. Alcohol wipes should be used regularly. Where equipment is not being used for a period of 72 hours (3 days) - e.g. weekly use of an instrument set – this would be safe to use whether wiped or not.

 * If possible students should be allocated specific instruments (e.g. a ukulele) so they simply have the same one every week.  These could be stored with their other "own use" classroom equipment

 * It is advisable that clothing worn when teaching is washed the same day.

 **When collecting or delivering instruments to school locations:**   * Vans should be well ventilated
* Where possible and safe, single workers to load or unload vehicles.

 * Delivery should be planned to avoid high congestion times.
* Social distancing guidance should be followed when collecting or delivering instruments.

  * If possible, non-contact delivery should take place.

 * Instruments should be delivered in advance of any activates. All case should be wiped down and stored for a minimum of five days.
* Instruments should be cleaned and disinfected prior to pupil allocation. All instrument cases should be wiped down with alcohol wipes.

   | M   | Leaders should regularly refer to latest guidance: [https://www.gov.uk/coronavirus](https://www.gov.uk/coronavirus%E2%80%AF%0B)  Leaders will regularly monitor new measures being introduced by government and individual schools, to mitigate and manage risks.                                   Guidance for managers, on both physical and emotional health will be sought from internal HR/OHU department or the Corporate Health and Safety team.     Hand sanitizer should be available in schools for all HMS staff to use.    Anti-bacterial wipes should be available in schools for HMS staff to use.   Alternative solutions should be sought to reduce risk such as screens.                                            If two-metre social distancing isn’t possible, staff and pupils should avoid sitting directly opposite each other. Back-to-back or side-to-side working should take place whenever possible.                                                                                              Digital solutions such as projecting should be used.    | Music Service leaders                                           Music teachers and team leaders                                                             | 1 June                                          1 June                                                            From 1 June and laterwhere appropriate                                                                  From1 June but later if possible  |
| Irritant Contact Dermatitis    | Staff   Exposure through excessive hand washing.   | M   | Employees reminded to report signs of dermatitis to their manager i.e. itchy, dry or red skin.  Advised to dry hands thoroughly after washing them and if necessary moisturise your hands to replenish the skin’s natural oils.     | L   | Early detection can prevent more serious dermatitis from developing.     |   Staff  |  1 June  |
| Ignition of alcohol-based hand sanitiser   | Staff   Burns to the hands as a result of ignition of sanitizer vapour   | L   | Employees are asked to wash their hands with soap and water if possible.  If only alcohol-based hand sanitisers are available, to make sure all liquid is evaporated before touching any surfaces.   | L   |    |  Staff  |  1 June  |