

# Harrogate Music School

## Covid-19 Supplementary Risk Assessment for Ensemble tuition

Peripatetic String ensemble tuition

Owner:	Andy Kemp (Harrogate Music School)		
Consultees:	Incorporated Society of Musicians, Musicians Union, Music Mark		
Version:	1.0		
Date of assessment:	10/08/2020	Review date (max 1 yr):	1 year

### Description of activity

Teaching of instruments in groups (children only) in schools by peripatetic tutors [from Harrogate Music School] at Harrogate Grammar School music department. These risks are based on national advice from Music Mark <https://www.musicmark.org.uk/resources/music-unlocked-guidance-for-schools-and-music-providers/>

### Existing control measures

	<b>Hazard</b>	<b>Who is at risk?</b>	<b>Control measure(s)</b>	<b>Who is responsible?</b>
1	Airborne transmission	Students and teachers	<ul style="list-style-type: none"><li>• Students and staff will be advised not to attend HMS activities if they, or someone in their household, are experiencing Covid-19 symptoms</li><li>• Ensemble room needs to be large enough to maintain social distancing, ie 1 metre distance between students and 3 metres between teacher and students when possible.</li><li>• ABK has chosen specific rooms in advance and will check the rooms for suitability before teaching commences in week 1.</li><li>• Likely Rooms: P04, P10</li></ul>	Andy Kemp (ABK)
2	Airborne transmission	Students tutor	<ul style="list-style-type: none"><li>• Ventilation of rooms. Each room should have a window and/or door which can be opened.</li><li>• ABK has chosen specific rooms in advance.</li></ul>	(ABK)
3	Airborne transmission	Students and tutor	<ul style="list-style-type: none"><li>• Sessions longer than 45 minutes may need to be shortened or contain a break.</li><li>• Ensemble sessions are designed to include a short break.</li></ul>	Tutors (ABK)
4	Surface transmission	Students and tutor	<ul style="list-style-type: none"><li>• Students and staff will be advised not to attend HMS activities if they, or someone in their household are experiencing Covid-19 symptoms</li><li>• Handling of all equipment is minimised to ensure little sharing is necessary.</li></ul>	Tutors (ABK)

			<ul style="list-style-type: none"> <li>In the event that equipment is shared, cleaning products will be available and used.</li> </ul>	
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## Initial risk rating

How likely is the activity to result in actual harm (1-5)?	2
How severe would the consequences be (1-5)?	4
<b>Risk rating (likelihood x severity)</b>	<b>8</b>

Likelihood	more	5						
		4						
		3						
		2						
	less	1						
			1	2	3	4	5	
			better		worse			
			<b>Severity</b>					

## Additional control measures

These are new measures identify to reduce the risk rating.

	Hazard	Who is at risk?	Control measure(s)	Who is responsible?
1	Airborne transmission	Students & tutor	<ul style="list-style-type: none"> <li>Large rooms with gentle, constant through-ventilation is preferred, so all chosen teaching rooms have doors and/or windows that will be left open.</li> <li>Any tutors with specific medical needs are known to ABK.</li> <li>Tutors will be invited to share any concerns with ABK, who will update arrangements with students, ie change rooms or discontinue sessions as appropriate.</li> <li>To reduce the risk of transmission within the 3 HMS ensembles, the number of different people each child encounters will be kept to a minimum. Small, consistent groups of no more than 20 children and one staff member will be maintained.</li> </ul>	ABK Tutors
2	Surface transmission	Students & tutor	<ul style="list-style-type: none"> <li>Before and after each ensemble, students and staff will be required to clean their hands using an alcohol hand rub or sanitiser. This will be supplied by Harrogate Music School.</li> <li>Good respiratory hygiene will be promoted using the 'catch it, bin it, kill it' approach.</li> </ul>	ABK Tutors

			<ul style="list-style-type: none"> <li>• All students will bring their own instruments and sheet music and work from an individual music stand.</li> <li>• All music stands and chairs will be wiped down by the tutors between ensembles. The sanitised wipes will be provided by Harrogate Music School. Both spray and wipes will be available.</li> </ul>	
3	Airborne and surface transmission	Students & tutor	<ul style="list-style-type: none"> <li>• Lesson changeovers will be managed with a 5 minute gap between ensembles so that students do not meet in corridors or outside rooms, using a one class in, one class out system.</li> <li>• Students will use the HGS hand sanitiser upon entry and exit.</li> <li>• Harrogate Music School will supply hand sanitiser and extra masks for each ensemble room, which will be stored in the music office. Additional supplies will be monitored and made available when required.</li> <li>• Tutors will always remain at least 2m from the nearest player and 3m when practical.</li> <li>• Parents will not be allowed to attend the ensembles or enter the music corridor. If there is a need for parents and teachers to discuss student progress, this will take place outside the building and preferably be a telephone or a remote meeting.</li> <li>• Students and staff will be advised not to attend HMS activities if they have been advised by NHS Test &amp; Trace to self-isolate.</li> <li>• Contact details of all students and staff will be kept on file to aid Test and Trace.</li> <li>• If a case of Covid-19 is identified for any student or member of staff, ABK will inform all tutors and students of this via email and include appropriate information for any subsequent actions or changes in circumstances.</li> <li>• If any student or member of staff is asked to self-isolate, ABK will inform all tutors and students of this via email and include appropriate</li> </ul>	<p>ABK</p> <p>Tutors</p> <p>Parents/Carers</p> <p>Adult Students</p>

			<p>information for any subsequent actions or changes in circumstances.</p> <ul style="list-style-type: none"> <li>HGS SLT, site staff and other appropriate individuals will also be informed.</li> </ul>	
4	Airborne transmission	Students & tutor	<ul style="list-style-type: none"> <li>Until further notice, no live performances in front of a live audience will be given.</li> <li>If the teaching spaces need to be rearranged slightly to enable suitable social distancing, tutors will ensure the rooms are safe to use.</li> <li>ABK has chosen specific rooms in advance that are spacious and have good ventilation but will check the rooms for suitability before ensembles commence.</li> <li>Tutors will report back to ABK if there are changes that alter the suitability of spaces over following weeks.</li> <li>Tutors will be told to inform ABK in the event of concerns regarding any aspects of the room that does not facilitate acceptable social distancing and/or ventilation.</li> <li>All ensemble students will be actively given the personal option to wear a face mask and the teacher will wear a visor. Extra masks will be provided by the music school.</li> </ul>	<p>ABK</p> <p>Tutors</p>
5	Airborne and surface transmission	Students & tutor	<ul style="list-style-type: none"> <li>If any of the above are not possible (either one week or at all), ensemble activities will be postponed until it is safe.</li> <li>Where possible all HMS students and staff are recommended to travel to their lessons in a private vehicle rather than taking public transport.</li> </ul>	<p>ABK</p>

### Residual Risk rating

How likely is the activity to result in actual harm (1-5)?	1
How severe would the consequences be (1-5)?	4

Likelihood less	5					
	4					
	3					
	2					
	1					

<b>Risk rating (likelihood x severity)</b>	<b>4</b>

		1	2	3	4	5
		better		worse		
<b>Severity</b>						

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

**Date communicated to staff/volunteers:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_