

# Harrogate Music School

## Covid-19 Supplementary Risk Assessment for Individual tuition

Peripatetic Piano, Drums, Guitar, Strings 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 to individuals (children & adults) 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

	Hazard	Who is at risk?	Control measure(s)	Who is responsible?
1	Airborne transmission	Students (child to adult) 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>Teaching room needs to be large enough to maintain social distancing, ie 2 metres distance between teacher and student.</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: P01, P02, P03, P04, P10</li></ul>	Andy Kemp (ABK)
2	Airborne transmission	Students (child to adult) and 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 (child to adult) and tutor	<ul style="list-style-type: none"><li>Lessons longer than 45 minutes may need to be shortened or contain a break for older, more advanced players in smaller rooms.</li><li>Most lessons are currently 30 minutes in duration.</li></ul>	Tutors (ABK)
4	Surface transmission	Students (child to adult) 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> <li>This will be the case for lessons for piano and drums. Other instrumental lessons will not share instruments or equipment.</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 (child to adult) & tutor	<ul style="list-style-type: none"> <li>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 who wish to work remotely will continue to do so.</li> <li>Tutors will be invited to share any concerns with ABK, who will update arrangements with students, ie change rooms, discontinue lessons or offer remote lessons as appropriate.</li> <li>Initially there will be no woodwind, brass or vocal tuition. This will be carried out remotely via Zoom until further government guidance is received, and the individual teachers are confident the working conditions are safe for everyone.</li> </ul>	ABK Tutors
2	Surface transmission	Students (child to adult) and tutor	<ul style="list-style-type: none"> <li>Before and after each lesson, 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> </ul>	ABK Tutors

			<ul style="list-style-type: none"> <li>• Good respiratory hygiene will be promoted using the 'catch it, bin it, kill it' approach.</li> <li>• All students will bring their own instruments and sheet music (apart from piano and drums).</li> <li>• All music stands will be wiped down by the tutors between students. The sanitised wipes will be provided by Harrogate Music School. Both spray and wipes will be available.</li> <li>• Drummers will bring their own sticks and the drum stool and any shared equipment will be wiped down by tutors between students.</li> <li>• Pianos, piano stools and chairs will be wiped down by the tutor between students.</li> <li>• Guitarists will be expected to bring their own Jack leads. Amplifiers will be controlled solely by the tutor.</li> <li>• Initially there will be no woodwind, brass or vocal tuition. This will be carried out remotely via Zoom.</li> </ul>	
3	Airborne and surface transmission	Students (child to adult) and tutor	<ul style="list-style-type: none"> <li>• Lesson changeovers will be managed with a 3 minute gap between lessons so that students do not meet in corridors or outside rooms, using a one-in, one-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 teaching room, which will be stored in the music office. Additional supplies will be monitored and made available when required.</li> <li>• Parents will not be allowed to attend the lessons 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> </ul>	<p>ABK</p> <p>Tutors</p> <p>Parents/Carers</p> <p>Adult Students</p>

			<ul style="list-style-type: none"> <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 information for any subsequent actions or changes in circumstances.</li> <li>• HGS SLT, site staff and other appropriate individuals will also be informed.</li> </ul>	
4	Airborne transmission	Students (child to adult) and 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 teaching commences.</li> <li>• Teachers will report back to ABK if there are changes that alter the suitability of spaces over following weeks.</li> <li>• Lessons longer than 45 minutes may need to be shortened or split for older, more advanced players but this situation should not arise due to the chosen rooms.</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> </ul>	ABK Tutors
5	Airborne and surface transmission	Students (child to adult) and tutor	<ul style="list-style-type: none"> <li>• If any of the above are not possible (either one week or at all), lessons will be provided remotely over Zoom.</li> <li>• Where possible all HMS students and staff are recommended to travel to</li> </ul>	ABK

			their lessons in a private vehicle rather than taking public transport.	
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## 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
<b>Risk rating (likelihood x severity)</b>	<b>4</b>

<b>Likelihood</b>	more	5					
		4					
		3					
		2					
	less	1					
			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:** \_\_\_\_\_