



Health and Safety Risk Assessment

Directorate: Children & Adults	Team: Lambeth Music Service (LMS)/In Harmony Lambeth (IHL)	Location: Schools/Music Centres	Date of Assessment: 04/09/20	Date for Review: 23/10/20
Activity or Work Area Assessed: LMS/IHL in-school activity	Assessors: Bryan Welton, Oliver Bayley			

Note 1: LMS will update this document in real time to accommodate any changes to official guidance.

Note 2: LMS will share this live document with LMS Tutors to accommodate any changes to official guidance.

Note 3: Control measures requiring support/action from schools are highlighted in yellow

Note 4: This Risk Assessment has informed the linked [guidance document](#) for LMS tutors delivering face-to-face music lessons.

1. General risks

Hazard	Who could be harmed and how?	L – Likelihood (1 – 4)	S – Severity (1 – 4)	Risk rating – Lx S = R (1 – 16)	Date of completion	Control measures already in place	Person responsible for control measure	Date of completion
Transmission of Covid-19 due to:								

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Staff being unaware of or failing to follow guidance.	<ul style="list-style-type: none"> Staff Pupils Parents Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else present in an LMS/IHL session/ environment 	1	4	4		Staff awareness and compliance <ul style="list-style-type: none"> Staff will be made aware of the COVID-19 guidance in place to reduce the risk of harm in the workplace prior to the commencement of all activity. SLT will regularly remind staff of COVID-19 workplace guidance. SLT/School leaders will regularly monitor staff compliance to COVID-19 guidance. Staff belonging to/living in the same household as someone in a vulnerable group category will be asked to identify themselves prior to engaging in any face-to-face activity so that additional precautions can be taken as necessary. 	LMS SLT, Schools, Tutors	04/09/20
Schools being unaware of or failing to follow guidance.		2	4	8		School awareness and compliance <ul style="list-style-type: none"> Schools will be provided with a copy of this Risk Assessment and must confirm they will support the implementation of guidance measures before any activity takes place. Schools must decide whether it is safe/appropriate for vulnerable pupils or adult to participate in music making activities. Tutors should immediately raise any instances of control measures not being followed with both 	LMS SLT, Schools, Tutors	

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						the school and the appropriate LMS programme manager.		
Parents/pupils being unaware of or failing to follow guidance (LMS/IHL Out of school activities)		2	4	8		<ul style="list-style-type: none"> Parents will be provided with a copy of our Risk Assessment and specific guidance regarding their own/child(ren)'s attendance and participation in LMS/IHL out of school activities that take place out of school. Tutors should immediately raise any instances of control measures not being followed by parents/pupils with the appropriate LMS programme manager. 	LMS SLT, Parents, Tutors	
Contact with objects and surfaces in the workplace.		2	4	8		Cleaning <ul style="list-style-type: none"> Enhanced cleaning routines must take place with more frequent cleaning of objects and surfaces that are touched regularly such as door handles, light switches etc using appropriate cleaning products and methods. 	Schools	04/09/20

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Inadequate hygiene routines.		2	4	8		Hand washing and general hygiene <ul style="list-style-type: none"> Staff instructed to wash their hands on arrival to work, before departure, and regularly throughout the day. Enhanced hygiene routines also put in place for pupils. Hand sanitiser to be placed/used in areas without hand washing facilities. Staff reminded to protect their skin by applying emollient cream and to carry out skin checks regularly. Staff reminded to catch coughs and sneezes in tissues, to follow 'Catch it, Bin it, Kill it' and to avoid touching face, eyes, nose or mouth with unclean hands. 	LMS SLT, Schools, Tutors	04/09/20
Being in close proximity to others.		2	4	8		Social distancing and ventilation <ul style="list-style-type: none"> Staff instructed to maintain a distance of 2m or more from colleagues/others at all times. Staff instructed to maintain a distance of 2m or more from learners at all times. Staff timetabled in a way that ensures social distancing can be observed (work patterns and rooms) 	SLT, Schools, Tutors	04/09/20

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						<ul style="list-style-type: none"> Additional measures introduced at music centres to support of social distancing (e.g. signage, one-way systems) Group sizes adjusted according to available space to ensure staff can observe social distancing. Staff should ensure workspaces are well ventilated by opening windows on arrival etc. We recommend staff bring their own refreshments to the workplace and take breaks outside to further reduce the risk of virus transmission. 		
Handling objects and equipment.		2	4	8		Equipment <ul style="list-style-type: none"> Staff should avoid sharing tools and handling equipment and objects touched by others. Where equipment must be shared or handled, staff should clean it and/or their hands before and after use. 	LMS SLT, Tutors	04/09/20
Not using PPE where necessary.		1	4	4		PPE <ul style="list-style-type: none"> The wearing of face coverings will be determined by the situation of each school/centre. Tutors should discuss the optional/compulsory use of face coverings with their school or manager. 	LMS SLT, Tutors	04/09/20

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					<ul style="list-style-type: none"> Staff are able to request masks and gloves from LMS should they require these. Staff are reminded that gloves are not a substitute for hand washing/sanitising. 		
Staff with coronavirus attending the workplace.		2	4	8	Symptoms of COVID-19 <ul style="list-style-type: none"> Staff will be reminded to stay up-to-date as regards COVID-19 symptoms. Staff who have COVID-19 symptoms or live with someone who develops COVID-19 symptoms should not come to work and report this to their manager as soon as possible. If anyone becomes unwell with COVID-19 symptoms whilst in the workplace they should be sent home and advised to follow the stay at home guidance. If we become aware that a member of staff has developed Covid-19 and was recently on school premises we will immediately inform the school so they can take the appropriate action. LMS will fully engage with the national Track and Trace scheme. 	LMS SLT, Schools, Tutors	04/09/20

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Travelling to and from work		2	4	8		Travelling to and from work <ul style="list-style-type: none"> Staff are encouraged to walk or cycle to work where possible and if it is safe to do so. Staff using public transport are advised to wear face coverings. 	Tutors	04/09/20
Raised infection level or potential/confirmed outbreak.		1	4	4		Raised infection level <ul style="list-style-type: none"> LMS will follow guidance from Local authority and DfE concerning local/borough-wide outbreaks. Tutors are advised to monitor the websites of the schools they work in to anticipate disruptions to teaching programmes as it may save a journey and unnecessary risk. 	LMS SLT, schools and tutors	04/09/20

2. Risks associated with music making activities

Surface/airborne transmission		2	4	8		<ul style="list-style-type: none"> Tutor(s) and support staff must be at least 2m from the nearest pupil (as they will usually be facing the learners). Students should be placed side by side and facing forward for all activities (never facing one another). 	Tutors	04/09/20
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					<ul style="list-style-type: none">Teachers should not use the same equipment with different groups unless it has been thoroughly cleaned or quarantined for 72 hours.Tutors should never play on a student’s instrument even to diagnose a problem.Tutors must not ask pupils to share music/lyric sheets or music stands. If it is not possible for pupils to have their own copies of material, then they should be projected instead or discarded altogether in favour of oral teaching/learning.Tutors should consider how they can safely distribute instruments and other resources to learners e.g. by arranging a collection/drop-off point in their teaching room/setting.Music stands (and chairs) should be wiped down in between use by different groups.Tutors should avoid raising their voices when instructing pupils and should include the use of nonverbal signals such as clapping or counting when managing behaviour.		
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3. Activity specific risks: SINGING

Surface/airborne transmission		2	4	8	General guidance for singing	Schools, Tutors	
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					<ul style="list-style-type: none">• The space in which singing activities take place must allow for strict social distancing between participating students and should dictate the maximum group size.• Singing activities should not take place in a space without ventilation.• Tutors should discourage loud singing and extremes of diction (e.g. exaggerating plosives).		
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4. Activity specific risks: INSTRUMENTAL WORK

Surface/airborne transmission		2	4	8	<p>General guidance for working with instruments</p> <ul style="list-style-type: none">• The space in which wind and brass activities take place must allow for strict social distancing between participating students and should dictate the maximum group size.• Wind and brass activities should not take place in a space without ventilation• During weekly ensemble lessons such as Musitrax, instrument cases should have students' names/name tags on them to avoid pupils playing/handling the wrong instruments.	Schools, Tutors	
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					<ul style="list-style-type: none"> Tutors should minimise handling of student’s instruments and instrument cases but where this is unavoidable e.g. tuning strings, reed replacement etc. they should sanitise their hands before and after repair or use disposable gloves and then immediately bin them. 		
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5. Additional risks associated with specific instruments

Surface/airborne transmission		2	4	8	Woodwind and brass – <ul style="list-style-type: none"> Tutors should discourage loud playing to minimise the spread of airborne aerosols. Mouth pieces must not be shared at any point and pupils must never play anyone else’s mouth-blown instrument. Instruments with water keys should not be vented directly onto the floor and players should be provided with paper towels to soak up the water. Paper towels used should be immediately binned. 	Tutors	04/09/20
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		2	4	8		Voice <ul style="list-style-type: none"> Where equipment is shared e.g. microphone stands, leads and PA systems or mixers, these should be sanitised/quarantined for 72 hours between uses by different groups. 	Tutors	04/09/20
		2	4	8		Strings <ul style="list-style-type: none"> Pupils should not share neck rests, bows or rosin. 	Tutors	04/09/20
		2	4	8		Guitars/Ukuleles - <ul style="list-style-type: none"> Pupils should not share leads, capos, guitar picks or straps. Where this is unavoidable, these should be sanitised/quarantined for 72 hours between uses by different groups. 	Tutors	04/09/20
		2	4	8		Pianos/Keyboards- <ul style="list-style-type: none"> Pupils in the same lesson should not sit at the same keyboard unless they are in the same family or bubble. Tutors should always use a separate keyboard when demonstrating technique. 	Tutors	04/09/20
		2	4	8		Drums and Percussion- <ul style="list-style-type: none"> Pupils should not share drumsticks, mallets/beaters, drum keys or drum pads. Where this is unavoidable, these 	Tutors	04/09/20

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						<div>should be sanitised/quarantined for 72 hours between uses by different groups.</div> <ul style="list-style-type: none">Where equipment needs to be rearranged e.g. for left-handed people, this should be done by the tutor while the pupil is at a safe distance and the areas they have touched should be cleaned with disinfectant wipes.		
		2	4	8		PCs/IPad/Tech <ul style="list-style-type: none">Any devices, keyboards, mice and connector leads should be sanitised/quarantined for 72 hours between uses by different groups.	Tutors	04/09/20

Signed:

Jose, Etty and Rihab

[Tutor Name]

(Tutor) 04/09/20

N.Lloyd

[School representative]

(School) 04/09/20

B Welton

Bryan Welton (Head of Service)

(LMS Assessor) 04/09/20

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Risk Rating:

Severity					
Likelihood		1-Trivial	2-Minor	3.Serious	4.Major
	4-Very Likely	4 L	8 M	12 H	16 C
	3-Likely	3 L	6 M	9 H	12 H
	2-Possible	2 L	4 L	6 M	8 M
	1-Remote	1 L	2 L	3 L	4 L

Critical (16)	Immediate	Stop. Do not undertake the activity-critical risk, too high and unacceptable. Controls need to be implemented and the risk rating reduced to an acceptable level before the activity can recommence
High (9 -12)	1 week	Require immediate attention to bring the risk down to an acceptable level
Medium (6 - 8)	1 month	Review existing controls and consider additional ones. Regular monitoring required
Low (1 – 4)	3 months	Continue with the existing controls, operations requires monitoring

Hazard: Something that has the potential to cause harm

Likelihood: The likelihood of the hazard causing harm

Risk rating is calculated by multiplying the likelihood by the severity: e.g.: a likely chance of an accident resulting in a major injury = 3 x 4 = 12 therefore, a medium risk – within 1 month - review existing controls and consider additional ones. Regular monitoring required.

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