



## Service Delivery Risk Assessment: COVID-19

Service Area:	Music & Arts Service	
Area / Activity to be assessed :	SIPS Service delivery on school site during the COVID-19 Pandemic. Activity: Music delivery to students in school settings	
Name of person carrying out the assessment:		
Others contributing to the assessment:	Tanya Derham/Kim Whiting/ Laura Hadley/David Swanson/Rob Hayward	
Date of assessment:	1 <sup>st</sup> January 2021	Review date: 1 <sup>st</sup> March 2021

**NOTE: refer also to medical data collection; only SIPS staff members who have not identified as being in one of the more vulnerable groups can be considered to delivery on-site services during the COVID-19 Pandemic.**

*For advice on completing risk assessments contact Laura Hadley, Director of Risk Management [laura.hadley@sips.co.uk](mailto:laura.hadley@sips.co.uk) or 0121 296 3000*

School	
Intended service delivery date	
SIPS Staff Name:	
Department:	<i>SIPS Music &amp; Arts Service</i>
Brief description of service to be delivered	

specify whole class/Instrumental/Curriculum			
Reason for on-site delivery (why is remote delivery not possible in this scenario)	Onsite presence to deliver urgent / emergency / essential service, that is time-bound	<i>Yes / No</i>	<i>School have requested face to face delivery of music tutors</i>
	To deliver time-bound statutory function with no alternative means of delivery	<i>Yes / No</i>	<i>Lessons to be delivered in the school working day. Schedule shared with school</i>
	To deliver non-statutory function, and alternative means of delivery have been exhausted	<i>Yes / No</i>	<i>N/A</i>
	To deliver other function, where building is not currently in use	<i>Yes / No</i>	<i>N/A</i>
	Other (Stipulate)	<i>Yes / No</i>	

Hazards	Person(s) at risk and how	Control measures	Complete (incl. notes) <i>Confirm these have been discussed and agreed on arrival or prior to visit.</i>	Further Controls required, by who and when
<u>Transmission of</u>	SIPS Staff, School	SIPS Music tutors to liaise with school in advance	<u>Entry / exit route:</u>	<i>Full training for staff</i>

<p><u>the virus whilst on site:</u></p> <p>Inappropriate / ineffective social distancing measures being adopted</p>	<p>Staff, Pupils and other visitors</p> <p>Individuals in school being in close contact with each other and inadvertently transmitting the virus between them.</p>	<p>of visit to familiarise themselves with specific school protocols, : Week beginning 7/9/2020 Agree to:-</p> <ul style="list-style-type: none"> <li>• <i>Route of entry to the school and signing in protocols</i></li> <li>• <i>General circulation protocols (e.g. any one-way systems in place etc.)</i></li> <li>• <i>Permitted access (e.g. where they can access, and any prohibited areas) - assess any subsequent impact on service delivery</i></li> <li>• <i>Timings of visit wherever possible, to avoid peak times for visitors (e.g. arrival times for pupils, break times etc).</i></li> <li>• <i>Appropriate delivery location to meet 2m social distancing requirements (e.g. if a classroom, size to be adequate to appropriately house all individuals involved in service delivery).</i></li> <li>• <i>Understanding of SD measures in place in chosen location. E.g. floor markers in place; adapted layout (does this need to be amended &amp; agreed for service delivery);</i></li> <li>• <i>Access to welfare facilities (toilets and drink making facilities), as required</i></li> <li>• School to contact the office 0121 296 2997 if delivery <b>is not</b> required due to a</li> </ul>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><i>Parking (if on site):</i></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><i>Circulation protocols:</i></p> <p><i>Permitted access / restrictions:</i></p> <p><i>Timings of visit (arrival/dep):</i></p> <p><i>Avoid / minimise movement around school at these times</i></p>	<p><i>to understand safe delivery of music tuition(01.09.20)</i></p> <p><i>Complying with up to date public health recommendations for the delivery of all music tuition</i></p> <p><a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a>_(ongoing)</p> <p>School staff to remind SIPS Music tutors of SD requirements on arrival</p> <p>Staff and pupils to observe these measures</p> <p>Regular hand washing required -</p>
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		<p>suspected covid case.</p> <ul style="list-style-type: none"><li>• Music service staff should inform school staff if a child becomes unwell.</li><li>• <i>SIPS Music staff must contact the Music office if they feel unwell. SIPS (Risk Management) will invoke our reporting protocol and liaise with the school and public health as necessary.</i></li></ul>	<p><i>Location agreed, and details:</i></p> <p><i>Location of toilet facilities:</i></p> <p><i>Location of handwashing facilities:</i></p> <p><b><u>Social distancing measures</u></b></p>	<p>ongoing</p>
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			<p>For singing /brass/woodwind instruments current guidelines state a 2m SD in a <b>well ventilated</b> room.</p> <p>Moisture guard bell covers to be used in whole class brass lessons</p> <p>All other instrumental music making is 2m</p>	<p>additional guidance on ventilation is available on request</p>
<p>Transmission of the virus whilst on site:</p> <p>Inappropriate / ineffective hygiene measures being adopted</p>	<p>SIPS Staff, School Staff, Pupils and other visitors</p>	<p><i>SIPS staff to liaise with school in advance of site visit to familiarise themselves with specific school protocols, and to agree:</i></p> <p><u>HANDWASHING</u></p> <ul style="list-style-type: none"> <li>• Location / use of handwashing facilities / hand gel stations. <i>(see notes in earlier section)</i></li> <li>• Portable hand gel on lanyard will be provided to all staff</li> <li>• Regular hand washing should take place</li> </ul>	<p>SIPS staff will be provided with their own PPE in the form of:</p> <ul style="list-style-type: none"> <li>• face masks</li> <li>• hand gel</li> <li>• gloves</li> <li>• anti bacterial wipes for use as required.</li> </ul>	<p>Staff to collect equipment from GH on request.</p>

		Face Masks: Staff to wear face masks in all secondary settings circulation spaces.		
Instrumental teaching (1:1 - small group tuition)	SIPS Staff, School Staff, Pupils and other visitors	<p>Movement around school should be kept to a minimum</p> <p>Music staff should not seek to find pupils who do not attend.</p> <p>Arrangements for pupils to be taught in their bubbles should be followed.</p> <p>If space sharing is unavoidable, areas should be cleaned and wiped down between sessions. By SIPS music teacher, cleaning products provided by school.</p> <p>Cleaning of spaces/seats/ high traffic areas should take place between groups. By SIPS music teacher, cleaning products provided by school.</p>	<p>Staff will be fully briefed of these measures and receive regular updates</p> <p>Anti bac wipes/sprays for surfaces /high traffic areas.</p> <p>What product will school be providing that we should use (name, product type e.g. wipes, and manufacturer):</p> <p>If teaching room is unsuitable</p>	<p><b>Ongoing Action:</b></p> <p>Managers should regularly refer to latest guidance:</p> <p><a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p>Music Mark and MU advise.</p> <p>Latest government guidance :-  <a href="https://www.gov.uk/government/publications/actions-for-">https://www.gov.uk/government/publications/actions-for-</a></p>

		<p>Music lessons should take place in a well-ventilated rooms</p> <p>2 meters should be kept between music staff pupils and other teaching staff</p> <p>When social distancing isn't possible staff and pupils should avoid sitting directly opposite each other. Using back-to-back or side-to-side working whenever possible.</p> <p>Pupil lesson times should be staggered for arrival and departure times to reduce contact</p>	<p>SIPS Music staff should inform necessary staff at the school to work through a solution and a safer place to work.</p>	<p><a href="https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021">schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#music-dance-and-drama-in-school</a></p> <p><i>January guidance</i>  <a href="https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021">https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021</a></p>
Use of resources	SIPS Staff, School Staff, Pupils and other visitors	<p>In order for instruments to be safe and clean to use, SIPS staff will ensure a cleaning/safety process at the start of every lesson with their pupils</p> <p>Instruments should not be shared between staff or pupils.</p> <p>Instruments will be cleaned and disinfected prior to pupil allocation by SIPS staff. Using necessary products suitable for each instruments  Eg Sterisol spray for wind/brass instruments mouthpieces</p>	<p>Equipment &amp; cleaning resources will be given to each member of staff.</p> <p>Anti-bacterial wipes will be provided to all staff members to use when handling instruments.</p>	<p>Staff to collect resources from GH replenishment stock thereafter as required</p>

		<p>Alcohol wipes 80%+ for string/keyboard/drums</p> <p>All cases should be wiped down with alcohol wipes by pupils</p> <p>Collection of all water vapour from an instrument, should be dispersed in a paper towel by a student /teacher. This paper towel should then be discarded safely by the individual. Hands should then be washed or hand sanitizer used.</p> <p>Moisture guards (bell covers) are available for whole class brass tuition.</p> <p>Instruments/Music stands should be cleaned and disinfected after use and between sessions. Depending on age and ability of pupils this process can be carried out by pupils/school staff/ SIPS teachers.</p> <p>Cleaning materials will be provided by the school.</p> <p>Where possible instruments should not be shared especially if that instrument comes into contact with the mouth - Microphone/brass/woodwind etc.</p> <p>If instruments are shared instruments should be cleaned between use and sessions e.g. piano keys</p>	<p>Agree with school, waste disposal requirements (e.g. are paper towels and gloves etc. to be disposed of in bin in the teaching area?)</p> <p>What product will school be providing that we should use (name, product type e.g. wipes, and manufacturer):</p>	
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Whole class/curriculum delivery	SIPS Staff, School Staff, Pupils and other visitors	<p>Staff to deliver a programme of music without instruments and singing in the first half term.</p> <p>Movement around class should be kept to a minimum</p> <p>Class sizes where possible to be reduced to a max of 15 pupils in a well ventilated space/area</p> <p>If using white boards/CD's ensure gloves are used</p>	<p>Use of the singing voice should be kept to a minimum if at all until further data and guidance is given</p> <p>Social distancing measures For singing /brass/woodwind instruments current guidelines states a 2m SD</p>	

		<p>OR hands are thoroughly washed before and after use.</p> <p>All pupils and staff will follow social distancing rules and keep to a minimum distance of 2 meters away.</p> <p>If music service staff member is in multiple classes' staff member should follow school guidance in moving around school.</p> <p>Regular hand washing should take place</p>	<p>All other instrumental making is 2m</p> <p>Moisture guards/bell covers are now available for whole class brass tuition.</p> <p>Adhere to each schools guidelines for moving around school.</p>	
<p>Meeting parents and other school staff</p>	<p>SIPS Staff, School Staff, Pupils and other visitors</p>	<p>Where possible contact with parent's or other school staff is conducted remotely, via telephone or video link.</p> <p>Staff are advised to only physically meet with parents or other school staff if they are satisfied that doing so is consistent with government advice.</p> <p>Face to face meetings to be by prior arrangement wherever possible.</p> <p>Staffs are asked to not touch or shake hands with parents and other staff members</p>	<p>Agree with school: location for any meetings, that will facilitate social distancing, adequately ventilated etc:</p>	

		Social distancing of 2m will be observed at all times during meetings.		
<i>Other identified hazards</i>	<i>Insert people at risk here</i>	<i>Add details specific to the task, working environment (location in school) and school here</i>		
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Director decision: Email/share copy with office <a href="mailto:music.arts@sips.co.uk">music.arts@sips.co.uk</a>	
Signature and date:	

<b>Review</b>		
<b>Review details</b> <i>Where a service is to be repeated with the same school, a review of your original risk assessment should be undertaken to identify any additional / amended control measures. Record details of your review here.</i>		
Reviewed by (print name)	Sign	Date