

Service Delivery Risk Assessment: COVID-19

Service Area:	Music & Arts Service	
Area / Activity to be assessed :	SIPS Service delivery Music Centre during the COVID-19 Pandemic. Activity: Music Centre ensemble rehearsals	
Name of person carrying out the assessment:	Robert Hayward	
Others contributing to the assessment:	Tanya Derham/Kim Whiting/ Laura Hadley/David Swanson/Rob Hayward	
Date of assessment:	13.09.2021	Review date: 19.12.2021

For advice on completing risk assessments contact Laura Hadley, Director of Risk Management laura.hadley@sips.co.uk or 0121 296 3000

Music Centre rehearsal	Guardian House Fourth Floor and Splinter Studios	
Intended service delivery date	Week beginning 27.9.21	
SIPS Staff Name:		
Department:	<i>SIPS Music & Arts Service</i>	
Brief description of service to be delivered	Weekly ensemble rehearsals to pupils and students from across Sandwell.	
	Onsite presence to deliver urgent / emergency / essential service, that is	Yes / No <i>National guidance now permits such activities</i>

Reason for on-site delivery (why is remote delivery not possible in this scenario)	time-bound		
	To deliver time-bound statutory function with no alternative means of delivery	Yes / No	<i>sessions delivered at Guardian House as per the weekly schedule.</i>
	To deliver non-statutory function, and alternative means of delivery have been exhausted	Yes / No	N/A
	To deliver other function, where building is not currently in use	Yes / No	N/A
	Other (Stipulate)	Yes / No	

Section B

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
<p><u>Transmission of the virus whilst on site:</u></p> <p>Inappropriate / ineffective social distancing measures being adopted</p>	<p>SIPS Staff, GH Staff, Pupils and other visitors</p> <p>Individuals being in close contact with each other and inadvertently transmitting the virus between them.</p>	<p>SIPS Music tutors to liaise with other SIPS ensemble staff and SLT in advance of visit to familiarise themselves with specific ensemble protocols, : Week beginning 20/9/2021 Agree to:-</p> <ul style="list-style-type: none"> • <i>Route of entry and signing in protocols</i> • <i>General circulation protocols (e.g. any one-way systems in place etc.)</i> • <i>Permitted access (e.g. where they can access, and any prohibited areas) – assess any subsequent impact on service</i> 	<p>Entry / exit route:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>Circulation protocols:</p>	<p><i>Music ensemble staff to meet to discuss procedures and safety week before rehearsals start</i></p> <p><i>Complying with up to date public health recommendations</i></p>

		<p><i>delivery</i></p> <ul style="list-style-type: none"> • <i>Timings of visit wherever possible, to avoid peak times for visitors (e.g. arrival times for pupils, break times etc).</i> • <i>Appropriate delivery location to meet 2m social distancing may be required (e.g. if a classroom, size to be adequate to appropriately house all individuals involved in service delivery).</i> • <i>Understanding of SD measures in place in chosen location. E.g. floor markers in place; adapted layout (does this need to be amended & agreed for service delivery);</i> • <i>Access to welfare facilities (toilets and drink making facilities), as required</i> • <i>Staff to contact the office 0121 296 2997 if delivery is not required due to a suspected covid case.</i> • <i>Music service staff should inform RH/TD/DS and child's parent if a child becomes unwell.</i> • <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> 	<p><i>Permitted access / restrictions:</i></p> <p><i>Timings of visit (arrival/dep): See amended rehearsal time see appendix A</i></p> <p><i>Avoid / minimise movement around rehearsal rooms at these times</i></p>	<p><i>for the delivery of all music tuition</i> https://www.gov.uk/coronavirus (ongoing)</p> <p>Staff and pupils to observe these measures</p> <p>Regular hand washing required – ongoing</p>
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			<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>Social distancing measures Current guidelines recommends using a well ventilated room and giving good space between all participants.</p> <p>For brass/woodwind instruments use of a paper towel for extracting moisture form the instrument is required. At the end of rehearsal the musician will need to put this themselves in the bin provided.</p>	<p>additional guidance on ventilation is available on request</p>
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<p>Transmission of the virus whilst on site:</p> <p>Inappropriate / ineffective hygiene measures being adopted</p>	<p>SIPS Staff, Pupils and other visitors</p>	<p><i>SIPS staff to familiarise themselves with specific protocols ahead of rehearsals, and to agree:</i></p> <p><u>HANDWASHING</u></p> <ul style="list-style-type: none"> • Location / use of handwashing facilities / hand gel stations. (<i>see notes in earlier section</i>) • Portable hand gel on lanyard will be provided to all staff • Regular hand washing should take place <p>Face Masks: Staff to wear face masks in all communal areas.</p>	<p>SIPS staff will be provided on request with PPE in the form of:</p> <ul style="list-style-type: none"> • face masks • hand gel • gloves • anti bacterial wipes for use as required. 	<p>Conductor screens to be kept in store room and wiped down after use.</p> <p>Clear signage on all equipment</p>
<p>Rehearsal delivery</p>	<p>SIPS Staff, Pupils and other visitors</p>	<p>Before Rehearsal</p> <ul style="list-style-type: none"> • Fourth floor touch points to be cleaned on arrival. • Check you are aware of the route pupils/students will take to the rehearsal space and the fire evacuation route • Collect register and store room key from the main office. • Set out rehearsal room in advance of pupils/students arrival including chairs, stands and music where possible. • Ensure there is good ventilation in rehearsal rooms, using the tilt windows 	<p>Staff will be fully briefed of these measures and receive regular updates by Deputy Service lead</p> <p>Anti bac wipes/sprays for surfaces /high traffic areas.</p> <p>This to be discussed with colleagues and meet the needs of number of students attending.</p> <p>This to be done before rehearsal starts</p>	<p><u>Ongoing Action:</u> Managers should regularly refer to latest guidance:</p> <p>https://www.gov.uk/coronavirus</p> <p>Music Mark and MU advise. https://www.musicmark.org.uk/wp-content/uploads/Music-Unlocked-v3.0-2021-22.pdf</p>

		<p>function.</p> <ul style="list-style-type: none"> • Chairs and stands to be spaced apart and that pupils/students do not face each other at 1m distance. • Conductor to direct the ensemble from behind the clear pull up screens at the front of the ensemble. • Check hand sanitiser and wipes are available on entry/in rooms. (spares will be in the fourth floor store room) • Brass and wind staff to put paper towel on floor by each stand to collect spit. • All equipment is to be returned to store after the rehearsal/rooms left tidy etc. • Only two people are allowed in the fourth floor Store room at one time and should be wearing a mask. • Blank floor plans will be provided for seating. • A different coloured bin for wipes and paper towels will be used. Collect and return to/from the music store room for suitable waste disposal. <p>Student arrivals</p>	<p>Wipe after use</p>	<p>Latest government guidance :- https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</p>
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- Pupils/students will enter Guardian House/Splinter Studios at the main entrance.
- Pupils/students to be registered in by a member of SIPS staff where they will be advised on relevant information and route to the rehearsal room. Parents/Careers do not enter the GH/SS.
- All 16+ are encouraged to wear a mask in communal areas in line with current SIPS recommendations. Anyone below 16+ can also choose to do this.

Moving round the building

- The timetable has been designed so that no two ensembles should be moving at the same time either on arrival or departure – keeping to time is therefore essential.
- Pupils/students must not use the lift unless absolutely necessary due to instrument size/mobility/etc.
- All pupil/student belongings are to be kept together at the pupils/students chair/playing position including

		<p>cases/coats etc where possible.</p> <ul style="list-style-type: none"> • All student and staff to sanitise on entry/departure from the Guardian House. • All ensemble times are staggered entry and exit at 15 minute intervals to minimise the number of people moving around the building at any one time. <p>During Rehearsal</p> <ul style="list-style-type: none"> • Pupils/students must remain in position throughout rehearsal. • Staff must continue to minimise close contact with pupils/students and recommended distancing throughout. • Toilets are maximum occupancy of two people at anyone one time. Please explain and remind the musicians to use the sliders on the main toilet doors indicating how many are in the facility. <p>Break time In the short term, to minimise additional contact there will be no breaktime or tuckshop. As soon as it is possible to re-introduce this appropriately we will make sure all are made aware. Staff may choose to have a rehearsal/toilet</p>	<p>Staff may choose to have a rehearsal/toilet break for their students. Students should remain in their chair to have their drink and snack from home and be sent to the toilets on a rota basis</p>	
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		<p>break for their students. Students should remain in their chair to have their drink from home and be sent to the toilets on a rota basis. Their drink will need to be water and not juices or fizzy drinks.</p> <p>After rehearsal/departures</p> <ul style="list-style-type: none"> • Supervise departures (even with older groups) • Brass and wind staff to take bin bag round the room, students to drop paper towel into bag which is then disposed of on departure • Wipe down stands/resources/chairs • Walk group out, ensure reasonable distancing is maintained and return to parents outside the front of the building. • Leave room as found <p>Student showing symptoms (this is highly unlikely as pupils/students should not attend if they are already experiencing symptoms)</p> <ul style="list-style-type: none"> • Staff to wear face coverings • Escort student to designate waiting space in the main entrance, ensure the door is open, sit pupil/student down, remain with student and maintain social distancing 	<p>Rob Hayward 07964 912493 Tanya Derham 07964 910167 Dave Swanson 07964 908570</p>	
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		<ul style="list-style-type: none"> • Other member of staff to contact parent and arrange collection • Any issues call a member of SIPS Music and Arts SLT. <p>General issues/Safeguarding etc</p> <ul style="list-style-type: none"> • All Generic Risk assessment processes apply • Contact details for students and staff are available in the register folder in a sealed envelope. • Any safeguarding concerns call a member of SIPS Music and Arts SLT. <p>Evacuation Procedures</p> <ul style="list-style-type: none"> • In the event of a fire alarm sounding, evacuation takes priority over Covid mitigations • Supervise the departure from rehearsal room immediately and follow the evacuation routes as appropriate • Muster in the service road assembly point by GH car park, register the group, ensure you are in a safe place and await instructions, report any missing students to security staff. • If the alarm sounds when moving round 		
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		<p>the building ensure the group stays together, once all students are accounted at their muster point. The fire marshal will give the next instruction.</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 rehearsal with their pupils/students.</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 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,</p>	<p>Equipment & 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>Agree with GH/SS, waste disposal requirements (e.g. are paper towels and gloves etc. to be disposed of in bin in the teaching area?)</p>	<p>Staff to collect resources from GH replenishment stock thereafter as required</p>

		<p>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>Instruments/Music stands should be cleaned and disinfected after sessions. Depending on age and ability of pupils this process can be carried out by pupils/school staff/ SIPS teachers. 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>Where possible music to be handled by pupils only. Where possible use resources now uploaded onto www.sandwellmusic.org</p> <p>If an instruments needs to be tuned/value oiled/simple repaired etc. The teacher should wear gloves, or wash hands before touching instrument/ wipe service area before handing back to the student.</p> <p>Where possible, SIPS staff will instruct the student on how to do this themselves.</p>		
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Meeting parents	SIPS Staff, Pupils and other visitors	<p>Where possible contact with parent's or other staff is conducted outside the building prior to or after rehearsal and kept to a minimum. Where a longer conversation is required a phone call would be advised.</p> <p>Staff are asked to not touch or shake hands with parents and other staff members</p>		
<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 music.arts@sips.co.uk	
Signature and date:	

Review		
Review details <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

For the latest guidance published by music mark on all music making please follow the link.

<https://www.musicmark.org.uk/wp-content/uploads/Music-Unlocked-v3.0.pdf>

In relation to ensembles and choirs September 2021 recommends;

The size of the room and effectiveness of ventilation remain key to controlling infections. String groups, guitar ensembles and percussion do not need to be distanced; the need for rock bands to distance will depend on how many vocalists there are. For woodwind and brass ensembles, it is wise to allow more space than usual. The less effective the ventilation and the longer the session, the more distance should be allowed.

(Music Mark, Music unlocked September 2021)

Music Mark guidance 2021/22

A recommended code of practice for peripatetic (visiting) music tutors in schools

1. Do not attend school if you suspect that you (or anyone you live with) may be coming down with Coronavirus symptoms: follow the current self-isolation procedures.
2. Keep an eye on the school's website, news links, diary and newsletters to anticipate disruptions to your teaching programme. It may save you a journey and unnecessary risk.
3. Sign in at the school reception on arrival and immediately sanitise your hands thoroughly before going to the teaching room.
4. Ask for the school's risk assessments for COVID-19 and for music teaching; ask about anything you do not understand and abide by the control measures specified.
5. Find out what the school's infection control procedures are; follow them and make use of anything the school is good enough to provide for your safety.
6. Find out, before you need to know, what to do if you or pupils fall ill.
7. If you think that a child may be showing symptoms of Coronavirus, stop the lesson and report your concerns to the school immediately.
8. Teach outside if it is practical and weather permits.
9. Maintain social distancing from school staff and pupils as much as reasonably possible (but don't use your instrument cases to enforce this in narrow corridors!). Even if not required, you may wish to consider wearing a mask when moving around the school.
10. If you can control layout and ventilation in the teaching room, set it up to direct airflow away from both you and the pupil(s) but not at the expense of normal safeguarding or health and safety considerations: e.g. do not move heavy furniture or equipment.
11. If the teaching room does not allow for sufficient distancing, explain this to the school. If no reasonable alternative is offered, politely decline to teach that session for the benefit of both you and pupils. If you have one, raise the issue with your manager or equivalent immediately.
12. You may consider wearing a face mask while you are teaching (of course singing, woodwind and brass teachers will need to remove theirs to demonstrate).
13. Avoid touching pupils' instruments, particularly mouthpieces. Carry disposable gloves and hand sanitiser in case you absolutely have to touch a mouthpiece, e.g. to set a reed.
14. Never play on a pupil's mouthpiece or allow them to play on yours.
15. Stick to the agreed timetable as closely as you reasonably can but understand if it has to change at short notice.
16. Wash your hands thoroughly before leaving the school, preferably as the last thing you do before signing out.

Managing singing for aerosol production

We are confident that a well-managed singing lesson which follows these recommendations will create no more risk (and quite probably less) than many other subjects.

1. Schedule singing sessions before a break if possible, so the empty room can be ventilated immediately afterwards.
2. Limit singing sessions to no more than 40 minutes. Children will only actively be singing for a fraction of this, even though the time is being used in a focussed, valuable and musical way.
3. Ventilate the room as best you can during the session. If there are higher windows, opening these provide clean air without making the room uncomfortably cold.
4. Face all children in the same direction so that nobody is singing directly at another person's face. It may help to offset rows, placing singers in a checkerboard pattern.
5. Keep the dynamic (volume) down, generally to no more than mezzo piano (moderately soft). Focus on making a beautiful sound, not a loud one.
6. Do not insist on musical-theatre levels of diction. Emphasising consonants creates additional water droplets ranging from visible to aerosol size (below 5μ) and increases risk of transmission.
7. Project words and music onto a whiteboard if possible. If you must distribute paper copies, have children name theirs and retain it for future sessions. All state schools in England can make copies of most music under the Schools' Printed Music Licence, which the DfE funds.
8. Ventilate the empty room after the session for a good fifteen minutes. This is especially important if you sing in a shared space (like a school hall) and another group will use it after you.

