

Risk Assessment



Risk Assessment Information		Risk Assessment Undertaken By:	
Event	<i>All Activity</i>	Name	<i>Mark Steele</i>
Date	<i>26/8/20</i>	Position	<i>Coventry Music Lead</i>
Most recent update	<i>2/9/21</i>		
Location	<i>Schools/Office/Online/Other Settings</i>	Review Date	<i>Ongoing</i>

Key information for all users to know			
Safeguarding Lead	<i>Mark Steele 07908 175929 Mark.steele@coventry.gov.uk</i>	Deputy Safeguarding Lead	<i>Mark Allison 07812 741559 Mark.allison@coventry.gov.uk</i>
Head of Service Education Entitlement	<i>Sarah Mills Sarah.mills@coventry.gov.uk</i>	Local Authority Designated Officer	<i>Mark Goddard 02476 975843 lado@coventry.gov.uk</i>
Work Related Learning programme - Safeguarding	<i>Angie Tinkler Angie.tinkler@coventry.gov.uk</i>	Safeguarding in Schools/Settings	<i>Localised Safeguarding teams in all settings. Coventry Music staff need to acknowledge knowing who to contact in each site they visit.</i>
General Enquires and School Holiday contact	<i>Music@coventry.gov.uk 02476788575</i>	Covid 19 Schools Support team	<i>Covid19Schools@coventry.gov.uk</i>

Updates from previous version
<ul style="list-style-type: none"> • Facemasks need only be worn in the event of a localised lockdown, medical reasons or as part of an individual venues Risk Assessment • 2-metre gap – To be maintained by teacher/pupils/supporting adults where possible

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Removed

- From 17th May Face masks are not compulsory in Secondary Settings
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/984846/FINAL_Face_coverings_in_education_guidance.pdf
- False readings from track and trace section
- **Maximum 15 students + teacher or 1 class bubble**
- All Group leaders/venues to follow Out-of-school setting guidance
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/984850/Guidance_for_parents_and_carers_of_children_attending_out-of-school_settings_during_the_coronavirus_COVID-19_outbreak.pdf
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Additional Controls – Front Sheet Information

- Reporting of cases- Notify Coventry Music Office – (via phone and email) and follow <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>
- Checking Covid 19 Risk Assessments are held by ALL visiting staff
- Checking all visiting staff have knowledge of Safeguarding for each site as part of Observation processes/update calls.
- Facemasks need only be worn in the event of a localised lockdown, medical reasons or as part of an individual venues Risk Assessment
- All Group leaders/venues to follow Out-of-school setting guidance
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/984850/Guidance_for_parents_and_carers_of_children_attending_out-of-school_settings_during_the_coronavirus_COVID-19_outbreak.pdf

Key information Covid 19

All Coventry Music Staff will need to follow the individual Risk Assessments for the venue of any teaching, alongside this Risk Assessment. In the case of conflict, the **venue risk assessment takes priority**, if they are following current Government Guidance. All venue risk assessments will need to be kept by visiting staff and checked regularly for updates.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#A>

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Any concerns with school teaching spaces need to be reported at the venue before leaving, followed up in writing to Coventry Music and the School/Setting within 24 hours.

HAZARD <i>(what is it that could cause harm)</i>	WHO <i>(who could be affected)</i>	HOW <i>(what might be the possible effect)</i>	CONTROL MEASURES CURRENTLY IN PLACE	ADDITIONAL CONTROLS <i>(must be transferred to the front sheet)</i>
Covid 19 (visits)	Visiting Teachers	Serious Illness/Spread of Virus	<ul style="list-style-type: none"> • PPE – Gloves – for the tuning/touching of pupil instruments in whole class settings • Hand Sanitiser – 3ml squirt to be used on entry and exit of each visit – For tuition an additional use of hand sanitiser to be used between each group/individual lesson – or when required • 2-metre gap – To be maintained by teacher/pupils/supporting adults where possible • Online Lessons – to be used where appropriate/distancing unable to be achieved • Track and Trace - Follow the current Government Guidance • Risk Assessments – Must follow venue Risk Assessments and raise any concerns with the venue initially (school/setting etc) before following up Coventry Music. • Pre-VERA and VERA's completed for all Coventry Music Workforce (updated for Autumn term by 10th September) 	<ul style="list-style-type: none"> • Reporting of cases- Notify Coventry Music Office – (via phone and email) and follow https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/ • Checking RA are with all visiting staff • Individual VERA's to be consulted before assigning tuition to tutors • Voluntary access to Lateral Flow tests

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			<ul style="list-style-type: none"> All Coventry Music Workforce have access to Lateral Flow Testing advised to test twice a week and report via Gov.uk - if positive test must self-isolate and arrange a full test 	
Covid 19 (cases)	Visiting Teachers	Serious Illness/Isolation	<ul style="list-style-type: none"> Public Health/Schools Guidance <p>Please identify individuals that have had contact with the individual who tested positive in the following time period</p> <ul style="list-style-type: none"> If symptomatic: 2 days before onset of symptoms until 10 days after onset of symptoms If asymptomatic: 2 days before date of test until 10 days after date of test. <p>People who are considered to have had contact are:</p> <ul style="list-style-type: none"> Those who have had face to face contact with a case for any length of time, within 1m, including being coughed on, a face to face conversation, unprotected physical contact (skin to skin). Those who have been within 2m of a person who tested positive, for more than 15 minutes Anyone who has travelled in a vehicle with the individual who tested positive for COVID-19 <p>Household contacts and contacts in settings other than the school will be traced and given advice by the Test and Trace system.</p> <p>Please consider the following groups to ensure all contacts linked to the school are identified</p> <ul style="list-style-type: none"> Travel to and from school Classroom time Meetings (if the case is a staff member) 	<ul style="list-style-type: none"> Ensure schools/settings have information to contact Coventry Music Music@coventry.gov.uk / 02476788575 Staff to isolate until guidance received from Covid19Schools@coventry.gov.uk

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			<ul style="list-style-type: none"> • Breaks/lunchtime (including staffrooms) • Before and after school clubs • Extra-curricular activities 	
Covid 19 (Facemasks/Visors)	All	Spread of Virus	<ul style="list-style-type: none"> • Visors/Facemasks to be worn at the request of settings or by choice of Coventry Music Team 	<ul style="list-style-type: none"> • Facemasks policy and guidance
Covid 19 (visits)	Pupils/School/Setting Staff	Serious Illness/Contamination/Spread of Virus	<ul style="list-style-type: none"> • No sharing of instruments (except with written consent from the Head Teacher of the school/setting in question or with 72 hours between use of non-wind/brass instruments) • 2-metre gap – To be maintained by teacher/pupils/supporting adults throughout Pandemic • Online Lessons – to be used where appropriate social distancing is unable to be achieved 	<ul style="list-style-type: none"> • Current Roadmap from Covid guidance to be followed at all times
Covid 19 (Wind/Brass)	All	Spread of Virus	<ul style="list-style-type: none"> • In well ventilated/outdoor area • All participants facing the same direction • Leader to maintain a 2m distance and not be in direct line of sight of the singers • Dynamics kept to a quieter level – including turning backing tracks/accompaniment down to keep projection of voices lower • Instruments all to be cleaned before first use and then only handled by the assigned pupil 	
Covid 19 (Singing)	All	Spread of Virus	<ul style="list-style-type: none"> • Singing guidance published by the government to be read before starting singing sessions. • Singing to be replaced if required in Whole class programmes with other musical activities (Support videos/body percussion etc) • Spacing to follow Performing Arts Guidelines 2m distancing or 1m facing same direction 	

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			<ul style="list-style-type: none"> • 45-minute maximum session • In well ventilated/outdoor area • Dynamics kept to a quieter level – including turning backing tracks/accompaniment down to keep projection of voices lower • Masks used if deemed appropriate after reviewing Performing Arts Guidelines, Singing guidance and Setting Risk Assessment 	
Covid 19 (Keyboard Instruments and electronic instruments)	All	Spread of Virus	<ul style="list-style-type: none"> • Keyboards not to be shared during a lesson • Keyboards to be wiped between lessons with anti-bacterial wipes 	
Covid 19 (Drums with beaters)	All	Spread of Virus	<ul style="list-style-type: none"> • Drums not to be shared during a lesson • Drums to be wiped between lessons with anti-bacterial wipes • Beaters supplied to All pupils and treated as the instrument (see above instrument guidance) 	
Covid 19 (Tuning/repairing Instruments)	All	Spread of Virus	<ul style="list-style-type: none"> • Whole class instruments tuned with Gloves before lessons (not to be retuned during lessons) • Instruments not shared • Hand gel used before and after repair/tuning of instruments (encourage pupils to do this where appropriate themselves) 	
Covid 19 (Music Groups)	Teachers/Pupils	Serious Illness/Spread of Virus	<ul style="list-style-type: none"> • Venue risk assessments to be held by Coventry Music • All participants to be distanced by 2m (unless from the same household) • All the above Keyboard, Singing and Brass/Wind sections to be followed 	<ul style="list-style-type: none"> • Out of School group guidance to be followed

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			<ul style="list-style-type: none"> • Parents/Carers to not enter rehearsal venues and all sign in/out to take place outside • Track and trace rules to be followed by all over 18. 	
Covid 19 (Work related Learning)	All	Multiple Learning sites/Spread of Virus	<ul style="list-style-type: none"> • Students attending multiple sites need to follow work related learning Risk Assessments 	
Covid 19 (SEND working)	All	Spread of Virus	<ul style="list-style-type: none"> • Closer working is required so staff must ensure that they do not attend with any symptoms • Ensure regular hand cleaning practices • Ensure all instruments brought onto site are sanitised prior to the start and at the end of sessions 	
Covid 19 (Office)	Coventry Music Core and Tutor team	Spread of Virus	<ul style="list-style-type: none"> • Remain Closed and Work from Home • Only meet physically if practically the only solution – ideally outdoors • Admin team to work 1 day a week in Friargate – following 13/7 CCC guidance this to be booked in advanced • No invited guests to Friargate for meetings 	
Working from home	CCC contracted Staff	Injury	<ul style="list-style-type: none"> • WFH/WAH guidance to be followed • CCC employees https://coventrycc.sharepoint.com/Info/Pages/Coronavirus.aspx 	
Covid 19 (Instrument storage/dispatch)	All Staff	Spread of Virus	<ul style="list-style-type: none"> • Instruments now stored at Fairfax Street • Access Fridays only • Essential visits only agreed by Mark Allison or Amy Randall 	
Safeguarding	Teachers and pupils	Delivery from non - authorised individuals	<ul style="list-style-type: none"> • Disclosure and Barring Service (DBS) Check 	

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			All Coventry Music staff are subject to these checks every 3 years	
Safeguarding	Teachers and pupils	Delivery from non - authorised individuals	<ul style="list-style-type: none"> • Identification Coventry Music staff will be required to display a means by they can be identified via a lanyard, either on-screen or actual, always during work undertaken for Coventry Music. 	
Safeguarding	Teachers and pupils	Delivery from non - authorised individuals	<ul style="list-style-type: none"> • Identifying Replacement Teachers • In certain cases, it may be necessary to allocate replacement teachers to deliver online lessons. In this case, Coventry Music will send a teacher profile to relevant parents and schools. The details will include a picture of the teacher, their name, and the instruments they teach. 	
Safeguarding	Teachers and pupils	Incorrect reporting and data breaches	<ul style="list-style-type: none"> • Local Safeguarding documents – All visiting teachers to know the Safeguarding procedure and DSL/DDSL/SENCO in all venues (usually displayed in school entrances. 	Checking all visiting staff have knowledge of Safeguarding for each site as part of Observation processes/update calls.
Professional appearance	Teachers, parents and pupils	Breach of Coventry Music safeguarding protocols	<ul style="list-style-type: none"> • Students and Teachers are required to be dressed appropriately for remote learning. Attire which would ordinarily be worn in school on a non-uniform day is essential; clothing, worn by a student or a teacher, which does not meet this expectation is not acceptable and lessons should be stopped immediately and reported to the Coventry Music Safeguarding officer. 	
Suitable teaching environment (online learning)	Teachers and pupils	Breach of Coventry Music safeguarding and quality assurance guidance	<p>Suitable environment – both students and teachers must be physically located in safe working spaces, appropriate for online lessons; a lounge or study is appropriate, a closed bedroom or bathroom is not.</p> <ul style="list-style-type: none"> • Pupils should be in a room with or near an adult so that the adult can hear and see the lesson taking 	

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			<p>place and is the responsibility of the parent/carer to ensure this is happening.</p> <ul style="list-style-type: none"> • Teachers should be in a room where others cannot see or listen in, if this is not possible, then headphones must be worn, and screens angled away towards a wall and away from any other people. Backgrounds to be used if necessary, to blur the environment if possible (considering specific needs of lessons with instruments going in and out of focus) 	
Communication	Teachers and pupils	Breach of Coventry Music safeguarding protocols	<p>Communication must be undertaken by parents/carers and not pupils and on parental devices, through school platforms, Coventry Music Service Website, Coventry Music teachers' work emails (e.g. @coventry.gov.uk) and Microsoft Teams (Coventry Music's chosen online platform).</p> <p>Coventry Music teachers will only undertake communications using Coventry Music approved devices. Under no circumstances should teachers or pupils personal contacts be shared and the use of social media or any way of communicating other than the above-mentioned methods through unofficial channels is strictly prohibited. Private chat or sharing of images between pupils and teachers are unacceptable. All lessons will be subject to monitoring.</p> <p>Microsoft Teams (or appropriate alternative) is Coventry Music's preferred online platform. It must only be used during scheduled lesson or meeting times. Neither student or teacher should use this as a means of contacting the other party outside of scheduled lesson times.</p>	

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Online Lesson Set Up (Coventry Music Host)	Teachers and pupils	Breach of Coventry Music Safeguarding protocols	<p>All Lessons initiated by Coventry Music to be hosted within Coventry City Council's Microsoft Teams.</p> <p>Lessons must be set up via a Coventry.gov.uk email account and left open for any member of the Coventry Music Core team to join the meeting (like a virtual practice room on a corridor)</p>	
Online Lesson Set Up (School/Setting Host)	Teachers and pupils	Breach of Coventry Music Safeguarding protocols	<p>All Coventry Music staff to follow these guidelines as well as those by the host school/setting</p> <p>Should a school use a system with pupil's school email addresses Coventry Music team music have a copy of the Schools Online Safeguarding/Risk Assessment and have a direct way to contact a representative in the school if any issues arise in real time.</p> <p>Copies of Risk Assessments should also be sent to Music@coventry.gov.uk for records</p>	Copies of Risk Assessments held by relevant staff and Coventry music for all hosted lessons by schools/settings
Appropriate language	Teachers and pupils	Breach of Coventry Music safeguarding protocols	Teachers be aware that they are working in a teaching capacity in any format including school/education settings/online, that they are in a professional situation.	
Adult Supervision (online)	Teachers and pupils	Breach of Coventry Music safeguarding protocols	Teachers must always confirm at the start of each lesson that an adult is in proximity to the student. If an adult is not available at the student's home, the lesson will not go ahead.	
Professional standards (online)	Teachers and pupils	Breach of Coventry Music quality assurance	Online classrooms must be regarded as an extension of the physical classroom and the safeguarding expectations that pertain to this, such as, professional communication, attire, and language.	
Issues that stop the conversation/vi	Teachers and pupils	Breach of Coventry Music quality assurance and safeguarding	Should a lesson not be able to complete or continue due to lack of either party to have a stable internet connection, this must be terminated, and parents, tutor	

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deo working (online)			and Coventry Music must be emailed explaining the rationale	
Uncomfortable situation (online)	Teachers and pupils	Safeguarding	<p>If at any point a tutor feels uncomfortable, they must immediately stop the lesson and report the reason for stopping the session</p> <ul style="list-style-type: none"> • Poor internet connection • Inappropriate behaviour • Poor room choice <p>etc</p>	
Reviewed/Approved by Senior Manager	Senior Manager <u>(print name)</u> : Sarah Mills - Head of Service Education Entitlement		Signature: <i>S Mills</i>	Date: 4/9/2020