

**Jam Music Tuition - RISK ASSESSMENT**

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| <b>Department:</b>                   | Music Tuition                              |                             |            |
| <b>Manager:</b>                      | Daniel Clark                               |                             |            |
| <b>Work Activity being assessed:</b> | <u>Peripatetic Tuition during Covid-19</u> |                             |            |
| <b>Date of assessment:</b>           | 06.09.2020                                 | <b>Date of next review:</b> | 03.10.2020 |

| <b>SCOPE OF OPERATION, LOCATION AND TIME</b>  | <b>ASSOCIATED GUIDANCE</b>   |
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| <p><b>SCOPE OF OPERATION (description of tasks being undertaken):</b></p> <p>School-based instrumental and vocal tuition by Jam Music Tuition</p>       | <p>NHS 111<br/> <a href="https://111.nhs.uk/covid-19">https://111.nhs.uk/covid-19</a></p> <p>Government guidance:<br/> <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a><br/> <a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a></p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> |
| <p><b>LOCATION:</b></p> <p>Primary and secondary schools in Lincolnshire and Nottinghamshire</p>  |  |
| <p><b>WHEN DOES THE ACTIVITY TAKE PLACE</b> (early hours, during normal hours, after 6pm or at weekends)</p> <p>During the hours of the school day.</p> |  |

| <b>Risk Assessment Sheet</b> |   |                      |   |                     |   |
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| <b>Activity:</b>             | Face to face peripatetic instrumental tuition during Covid-19 | <b>No. of pages:</b> | 4 | <b>Page number:</b> | 1 |

| What are the hazards?                                      | Who is at risk and How would they be harmed?<br>(e.g. staff, public, contractors – trip, slip, fall, assault) | What is currently done to reduce / control the risk?  | Risk level scoring (H,M,L) | What more can be done to reduce risk? | Action by whom, by when?                           |
|--|---|---|----------------------------|---------------------------------------|--|
| Potential for exposure to COVID-19 via contact with others | Everyone  | Tutors should follow guidance from each school regarding access to communal spaces, movement around the building and pupils displaying symptoms   | L                          |                                       | JMT, School SLT and JMT Tutors - ongoing           |
| Airborne transmission of COVID-19                          | Tutors/pupils/school staff  | 2m social distancing to be observed by tutors, pupils and school staff.<br><br>Group lessons only involving children in the same group bubble   | L                          | Tutors can opt to wear a mask         | JMT, School staff, JMT tutors and pupils – ongoing |
| Airborne transmission of COVID-19                          | Tutors/pupils   | Ensure that teaching spaces are well-ventilated.<br><br>Where teaching spaces do not have windows/ventilation systems, breaks should be scheduled periodically to allow for ventilation by opening doors etc.   | L                          | Tutors can opt to wear a mask         | School SLT and JMT Tutors – ongoing                |
| Airborne transmission of COVID-19                          | Tutors/pupils of wind and brass instruments   | 2m social distancing to be observed, as above, and in addition: newspaper or paper towels should be provided outside the teaching space for venting of water keys.<br><br>Pupils should remove and dispose of their own paper at the end of the lesson. | M                          | Tutors can opt to wear a mask         | School SLT, JMT tutors and pupils – ongoing        |

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| Surface transmission of COVID-19 | Tutors and pupils                                    | Tutors should have access to hand sanitiser in the teaching space and/or hand washing facilities nearby   | M | This can be supplied by Tutor if required | School and Tutor                         |
| Surface transmission of COVID-19 | Tutors and pupils                                    | Pupils to be responsible for their own sheet music and recording notes in the practice diary.   | L |   | JMT Tutors and pupils - ongoing          |
| Surface transmission of COVID-19 | Tutors and pupils                                    | No sharing of woodwind, brass or string instruments.  | L |   | JMT Tutors - ongoing                     |
| Surface transmission of COVID-19 | Tutors and pupils of string instruments              | All pupils to tune their own instruments  | L |   | JMT Tutors - ongoing                     |
| Surface transmission of COVID-19 | Tutors and pupils of keyboard and guitar instruments | All keyboards/pianos/guitars to be wiped down after each pupil.<br><br>Tutors should ideally use a second instrument to demonstrate rather than share with pupils. If sharing, the pupil should move 2m away from the instrument first to allow the tutor to demonstrate. | M | Tutors can opt to wear gloves             | JMT and JMT Tutors - ongoing             |
| Surface transmission of COVID-19 | Tutors and pupils of percussion instruments          | Percussion tutors should use their own sticks and not share with pupils.<br><br>Pupils should all use separate drumsticks where possible. Where sharing is necessary, drumsticks to be wiped down after each pupil.   | M | Tutors can opt to wear gloves             | JMT, School SLT and JMT Tutors - ongoing |

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| Airborne/surface transmission of COVID-19                                   | Tutors who are clinically vulnerable, extremely clinically vulnerable or live with a household member who is vulnerable or extremely vulnerable | From September, relaxation of Government guidance means these tutors can return to teaching, whilst maintaining social distancing in teaching spaces as outlined above  | M | Tutors can opt to wear a mask and/or gloves whilst teaching | JMT Tutors - ongoing |
| Tutors with COVID-19 symptoms and potentially spreading to staff and others | Everyone  | <p>All tutors have been informed of Government guidance regarding symptoms of Covid-19 and what they must do if exhibiting symptoms:</p> <p><b>Tutors who become symptomatic should self-isolate for 10 days.</b></p> <p><b>If a tutor is a household contact of someone who becomes symptomatic (the case) the staff member should self-isolate for 14 days.</b></p> <p><b>If the tutor starts showing symptoms they need to self-isolate for 10 days from that date.</b></p> <p>Tutors should inform the Head of JMT if they become unwell.</p> | L |   | JMT tutors - ongoing |