







## RISK ASSESSMENT





<b>School</b>	Weald of Kent Grammar School	<b>Activity</b>	COVID-19 – Music	<b>Review Date:</b>	Every Two Weeks
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<b>Assessment completed by:</b>					
<b>Name:</b>	Jonathan Crowhurst	<b>Date:</b>	03/112020	<b>Signature:</b>	


<b>Risk Rating</b>	<p>H = <span style="color: red;">●</span> Stop! Hazard must be removed or all practical steps to be taken to reduce the level of risk.</p> <p>M = <span style="color: orange;">●</span> Risk to be controlled as far as reasonably practical, risk to be monitored.</p> <p>L = <span style="color: green;">●</span> Risk is low, controlled but must be monitored for any change.</p>
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Hazard	Persons Exposed and How	Risk	Current Controls	Additional Measures	Risk with Control Measures
<b>Music lessons</b>	Staff Students  Transmission of Covid-19 when entering, in and leaving the music teaching rooms	<span style="color: red; font-size: 2em;">●</span>	<ul style="list-style-type: none"> <li>One suitable teaching room has been identified and only these rooms will be used: SA7.</li> <li>Year 10 music students using SA7 enter via the corridor on A floor using the one-way system to enter classroom.</li> <li>Music department toilet to be used by staff allocated only.</li> <li>Teachers using SA7 are allocated their teaching room in advance</li> <li>Music lessons will only take place in the same allocated room.</li> <li>PPE and sanitisation will be provided for each visiting teacher.</li> <li>Pupils will be given fixed times for their lessons and class teachers asked to send them at the appropriate time to avoid teachers having to collect them</li> <li>Pupils must bring their own instruments (except piano and drums) Pupils who forget their instruments or music will not be lent replacement equipment.</li> </ul>		<span style="color: green; font-size: 2em;">●</span>

Hazard	Persons Exposed and How	Risk	Current Controls	Additional Measures	Risk with Control Measures
			<ul style="list-style-type: none"> <li>Lessons that cannot go ahead due to pupils not bringing instruments or music will not be made up and will be charged for</li> </ul>		
<b>Peripatetic Music lessons</b>	Staff Students  Transmission of Covid-19 from Peripatetic teachers and or mixing of bubbles in practice rooms		<ul style="list-style-type: none"> <li>Peripatetic lessons will be online via Teams</li> <li>Practice rooms for Teams lessons will be allocated according to student bubbles and cleaned daily.</li> </ul>	Fresh drinking water will be available to staff and children throughout the day.	
<b>Keyboards / Pianos</b>	Staff Pupils  Transmission of Covid-19 when using musical keyboards		<ul style="list-style-type: none"> <li>Pupil and teachers should sit facing the same direction</li> <li>Teachers should maintain 2 metres social distance from students in the teaching room (if not behind a screen)</li> <li>While teaching it may be necessary to reduce the social distancing and teachers should wear masks or use a Perspex screen in this situation</li> <li>Keyboards must be cleaned by the teacher after each use using recommended products</li> <li>Shared surfaces such as music stands, chairs and door handles must be wiped down between pupils</li> </ul>		
<b>Brass Instruments</b>	Staff Pupils  Transmission of Covid-19 when singing, or playing instruments		<ul style="list-style-type: none"> <li>Pupils playing wind or brass instruments must use their own instrument</li> <li>Gloves should be worn (and then disposed of) if any adjustment of the pupil's instrument is required</li> <li>Pupils and teacher must maintain 2 metres social distance in the teaching room (if not behind a screen)</li> <li>While teaching it may be necessary to reduce social distancing and teachers should wear masks in this situation</li> <li>There must be no sharing of instruments between teacher and pupil</li> </ul>		

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			<ul style="list-style-type: none"> <li>• Shared surfaces such as music stands, chairs and door handles must be wiped down between pupils.</li> <li>• Keyboards used by teachers should be wiped down at the end of the teaching day</li> <li>• Keyboards must be cleaned after use by the teacher using recommended products</li> </ul>		
<b>String Instruments</b>	<p>Staff Pupils</p> <p>Transmission of Covid-19 when playing stringed instruments</p>		<ul style="list-style-type: none"> <li>• Pupils playing stringed instruments must use their own instrument</li> <li>• Pupils should bring their own music and pencil to the lesson</li> <li>• Where the teacher needs to tune the instrument gloves should be worn (and then disposed of)</li> <li>• Pupils and teacher should sit facing the same direction</li> <li>• Teachers and pupils should maintain 2 metres social distance in the teaching room (if not behind a screen)</li> <li>• While teaching it may be necessary to reduce the social distancing and teachers should wear masks in this situation</li> <li>• Keyboards must be cleaned after use by the teacher using recommended products</li> </ul>		
<b>Drum Kits</b>	<p>Staff Pupils</p> <p>Transmission of Covid-19 using drum kits</p>		<ul style="list-style-type: none"> <li>• Any equipment that must be moved prior to teaching should be moved using gloves (which are then disposed of)</li> <li>• Pupils must provide their own drum sticks, music and a pencil</li> <li>• Teacher should wear gloves and use own drumsticks when demonstrating</li> <li>• Older pupils should wear gloves when using shared drum kits (which should be disposed of after lessons)</li> <li>• All contact parts of the drum kit must be cleaned using recommended products between pupils who are not wearing gloves</li> <li>• Drum kit should not be left out in spaces that may be used for other activities on other days</li> </ul>		

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<b>Co-curricular Actives</b>	Staff Pupils  Transmission of Covid-19 when taking part in co-curricular music activities		<ul style="list-style-type: none"> <li>• Co-curricular music activities must only contain pupils from a single bubble. Bubbles to be capped at 15</li> <li>• All above guidance applies to the use of instruments and equipment</li> <li>• Social distancing of 2 metres must be maintained by the director of any ensemble between them and the participants</li> <li>• Social distancing of 1 metre is required between pupils playing wind or brass instruments or singing during co-curricular activities.</li> <li>• Pupils must register their intention to attend in order to meet maximum occupancy requirements (linked to capacity for social distancing) for singing, wind and brass activities and plan appropriate entrance and exit relating to the activity</li> </ul>		
<b>Class sizes, resources and social distancing</b>	Staff Pupils		<p><b>Classroom Resources:</b></p> <ul style="list-style-type: none"> <li>• Students will bring their own writing resources and pencil cases.</li> </ul> <p><b>Classrooms:</b></p> <ul style="list-style-type: none"> <li>• Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units (if applicable) ensuring window restrictors are not tampered with or removed.</li> <li>• Accessing rooms directly from outside where possible</li> <li>• Floor markings will be in situ to encourage social distancing</li> <li>• Classroom layouts revised to accommodate social distancing where possible and additional signage/markings to be positioned in each room used as a visual aid for students/teaching staff</li> </ul>		

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<b>Personal hygiene</b>	All Staff Pupils  Potential for infected people to spread coronavirus.		<ul style="list-style-type: none"> <li>• All pupils and staff required to sanitise their hands-on arrival and on leaving lessons at the stations set up outside designated room.</li> <li>• Gel sanitisers provided in all classrooms and communal spaces where washing facilities not readily available.</li> <li>• Each classroom / office will be stocked with alcohol wipes, gloves, face masks and sanitiser gel</li> <li>• Teachers will check stocks daily and email the site team when new stock is needed</li> </ul>		