










RISK ASSESSMENT





School	Weald of Kent Grammar School, Tonbridge	Activity	COVID-19 – Music	Review Date:	Every Two Weeks
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Assessment completed by:					
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Risk Rating	H =  Stop! Hazard must be removed or all practical steps to be taken to reduce the level of risk. M =  Risk to be controlled as far as reasonably practical, risk to be monitored. L =  Risk is low, controlled but must be monitored for any change.				
Hazard	Persons Exposed and How	Risk	Current Controls	Additional Measures	Risk with Control Measures
Planning	Staff Students Transmission of Covid-19 when entering and leaving the music teaching rooms		<ul style="list-style-type: none"> Two suitable teaching rooms have been identified and only these rooms will be used: P1 and P2. Year 11 students using P1 enter via the external doors on the path approaching the hall and use one-way system to enter classroom. Music students using P2 enter via the external door on the path approaching D Block and use one-way system to enter classroom. Music department toilet to be used by staff allocated only. Teachers using P1 are allocated their teaching room in advance 		

Hazard	Persons Exposed and How	Risk	Current Controls	Additional Measures	Risk with Control Measures
			<ul style="list-style-type: none"> • Music lessons will only take place in the same allocated room. • PPE and sanitisation will be provided for each visiting teacher. • 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 • Pupils must bring their own instruments (except piano and drums) Pupils who forget their instruments or music will not be lent replacement equipment. • Lessons that cannot go ahead due to pupils not bringing instruments or music will not be made up and will be charged for 		
Music lessons	<p>Staff Students</p> <p>Transmission of Covid-19 when entering and leaving the music teaching rooms</p> <p>Too many pupils can lead to difficulty with social distancing and therefore potential to spread coronavirus.</p>		<ul style="list-style-type: none"> • Peripatetic staff members are made aware of all relevant parts of the risk assessment • Peripatetic staff are given an allocated room for that day and each room setup to promote safe distancing and adhere to government guidance • Pupils will bring their own instruments to lessons which they will bring with them, and take away at the end of lessons • Pupils and staff will adhere to the guidelines for using equipment as detailed below • Peripatetic staff must remain in their allocated room for the duration of their teaching, with the exception of comfort/refreshment breaks • Peripatetic staff should not walk around the school to find pupils who do not attend lessons at their allocated time • Pupils will be given fixed lesson times and timetables will be shared with class teachers who will be asked to send pupils to their lessons at the appropriate time • Where possible pupils in the same bubble will be timetabled immediately after each other 	<p>Fresh drinking water will be available to staff and children throughout the day.</p>	

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			<ul style="list-style-type: none"> • Peripatetic staff are welcome to continue teaching virtually in the evenings or at weekends rather than attending the site should they wish to. • Social distancing of 2 meters is advised for all staff working with pupils in multiple bubbles • Pupils and teachers should sit/stand side by side, not facing each other, where possible • Visiting music teachers who also work in other settings MUST wear masks during their lessons • All instruments and surfaces, high touch points MUST be cleaned down every time the musician changes, including when the teacher demonstrates during the lesson (or the teacher wears gloves which are then disposed of). • A bucket of Milton solution to be available in all brass teaching rooms for the emptying of spit valves. This will be emptied at the end of each teaching day. • Practice Notebooks should not be used, older pupils can be asked to make their own practice notes or notes should be emailed home to parents. • Pupils should be asked to mark their own music using their own pencil • All pupils and teachers must sanitize hands using equipment provided when they enter the music teaching room. 		
Keyboards / Pianos	<p>Staff Pupils</p> <p>Transmission of Covid-19 when using musical keyboards</p>		<ul style="list-style-type: none"> • Pupil and teachers should sit facing the same direction • Teachers and pupils should maintain 2 metres social distance in the teaching room (if not behind a screen) • While teaching it may be necessary to reduce the social distancing and teachers should wear masks or use a Perspex screen in this situation • Keyboards must be cleaned by the teacher after each use using recommended products 		

Hazard	Persons Exposed and How	Risk	Current Controls	Additional Measures	Risk with Control Measures
			<ul style="list-style-type: none"> Shared surfaces such as music stands, chairs and door handles must be wiped down between pupils 		
Brass Instruments	<p>Staff Pupils</p> <p>Transmission of Covid-19 when singing, or playing instruments</p>		<ul style="list-style-type: none"> Pupils playing wind or brass instruments must use their own instrument Gloves should be worn (and then disposed of) if any adjustment of the pupil's instrument is required Pupils and teacher must maintain 2 metres social distance in the teaching room (if not behind a screen) While teaching it may be necessary to reduce social distancing and teachers should wear masks in this situation There must be no sharing of instruments between teacher and pupil Shared surfaces such as music stands, chairs and door handles must be wiped down between pupils. Keyboards used by teachers should be wiped down at the end of the teaching day Keyboards must be cleaned after use by the teacher using recommended products 		
String Instruments	<p>Staff Pupils</p> <p>Transmission of Covid-19 when playing stringed instruments</p>		<ul style="list-style-type: none"> Pupils playing stringed instruments must use their own instrument Pupils should bring their own music and pencil to the lesson Where the teacher needs to tune the instrument gloves should be worn (and then disposed of) Pupils and teacher should sit facing the same direction Teachers and pupils should maintain 2 metres social distance in the teaching room (if not behind a screen) While teaching it may be necessary to reduce the social distancing and teachers should wear masks in this situation Keyboards must be cleaned after use by the teacher using recommended products 		

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Drum Kits	Staff Pupils Transmission of Covid-19 using drum kits		<ul style="list-style-type: none"> Any equipment that must be moved prior to teaching should be moved using gloves (which are then disposed of) Pupils must provide their own drum sticks, music and a pencil Teacher should wear gloves and use own drumsticks when demonstrating Older pupils should wear gloves when using shared drum kits (which should be disposed of after lessons) All contact parts of the drum kit must be cleaned using recommended products between pupils who are not wearing gloves Drum kit should not be left out in spaces that may be used for other activities on other days 		
Co-curricular Actives	Staff Pupils Transmission of Covid-19 when taking part in co-curricular music activities		<ul style="list-style-type: none"> Co-curricular music activities must only contain pupils from a single bubble. Bubbles to be capped at 15 All above guidance applies to the use of instruments and equipment Social distancing of 2 metres must be maintained by the director of any ensemble between them and the participants Social distancing of 1 metre is required between pupils playing wind or brass instruments or singing during co-curricular activities. 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 		
Class sizes, resources and social distancing	Staff Pupils		Classroom Resources: <ul style="list-style-type: none"> Students will bring their own writing resources and pencil cases. 		

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