

# Encore! Tuition

## Covid-19 Supplementary Risk Assessment for Individual tuition

Western Primary School

Peripatetic Piano, Guitar, Strings & Woodwind tuition

Owner:	Andy Kemp Encore!		
Consultees:	Incorporated Society of Musicians, Musicians Union, Music Mark		
Version:	1.0		
Date of assessment:	10/08/2020	Review date (max 1 yr):	1 year

### Description of activity

Teaching of instruments to individuals (children) in schools by peripatetic tutors [from Harrogate Grammar School's Encore!] at Western Primary School. These risks are based on national advice from Music Mark <https://www.musicmark.org.uk/resources/music-unlocked-guidance-for-schools-and-music-providers/>

### Existing control measures

	Hazard	Who is at risk?	Control measure(s)	Who is responsible?
1	Airborne transmission	Students and tutor	<ul style="list-style-type: none"><li>Students and staff will be advised not to attend Encore! activities if they, or someone in their household, are experiencing Covid-19 symptoms</li><li>Teaching room needs to be large enough to maintain social distancing</li><li>ABK will choose specific rooms in advance and will check the rooms for suitability before teaching commences.</li></ul>	Andy Kemp (ABK) & WPS
2	Airborne transmission	Students and tutor	<ul style="list-style-type: none"><li>Ventilation of rooms. Each room should have a window and/or door which can be opened.</li><li>ABK to choose specific rooms</li><li>Use a minimum number of tutors</li></ul>	(ABK) & WPS
3	Surface transmission	Students and tutor	<ul style="list-style-type: none"><li>Students and staff will be advised not to attend HMS activities if they, or someone in their household are experiencing Covid-19 symptoms</li><li>Handling of all equipment is minimised to ensure little sharing is necessary.</li><li>In the event that equipment is shared (Keyboard), cleaning products will be available and used.</li><li>Other instrumental lessons will not share instruments or equipment.</li></ul>	Tutors (ABK) WPS


## Initial risk rating

How likely is the activity to result in actual harm (1-5)?	2
How severe would the consequences be (1-5)?	4
<b>Risk rating (likelihood x severity)</b>	<b>8</b>

Likelihood	more	5					
		4					
		3					
		2					
	less	1					
			1	2	3	4	5
			better		worse		
			<b>Severity</b>				

## Additional control measures

These are new measures identify to reduce the risk rating.

	Hazard	Who is at risk?	Control measure(s)	Who is responsible?
1	Airborne transmission	Students and tutor	<ul style="list-style-type: none"> <li>Gentle, constant through-ventilation is preferred, so if possible, chosen teaching rooms have doors and/or windows that will be left open.</li> <li>Any of the 4 Encore! tutors with specific medical needs are known to ABK.</li> <li>Tutors who wish to work remotely will continue to do so using Zoom.</li> <li>Tutors will be invited to share any concerns with ABK, who will update arrangements with students and the school, ie change rooms, discontinue lessons or offer remote lessons as appropriate.</li> <li>Initially there will be no woodwind or vocal tuition. This will be carried out remotely via Zoom until further government guidance is received, and the individual teachers are confident the working conditions are safe for everyone.</li> </ul>	ABK Tutors WPS
2	Surface transmission	Students and tutor	<ul style="list-style-type: none"> <li>Before and after each lesson, students and staff will be required to clean their hands using an alcohol hand rub or sanitiser. This will be supplied by Encore!</li> <li>Good respiratory hygiene will be promoted using the 'catch it, bin it, kill it' approach.</li> </ul>	ABK Tutors

			<ul style="list-style-type: none"> <li>• All students will bring their own instruments (apart from keyboard). and sheet music.</li> <li>• All music stands will be wiped down by the tutors between students. Sanitised wipes or a spray will be provided by Encore!</li> <li>• Pianos, piano stools and chairs will be wiped down by the tutor between students.</li> <li>• Guitarists will be expected to bring their own Jack leads. Amplifiers will be controlled solely by the tutor.</li> <li>• Initially there will be no woodwind or vocal tuition. This will be carried out remotely via Zoom.</li> </ul>	
3	Airborne and surface transmission	Students and tutor	<ul style="list-style-type: none"> <li>• Lesson changeovers will be managed with a gap between lessons so that students do not meet in corridors or outside rooms, using a one-in, one-out system.</li> <li>• Students will use the hand sanitiser upon entry and exit.</li> <li>• Students and tutors will be advised not to attend Encore! activities if they have been advised by NHS Test &amp; Trace to self-isolate.</li> <li>• Contact details of all students and tutors will be kept on file to aid Test and Trace.</li> <li>• If a case of Covid-19 is identified for any student or member of Encore! staff, ABK will inform all tutors, students (parents) and Western's SLT of this via email and include appropriate information for any subsequent actions or changes in circumstances.</li> <li>• If any student or member of staff is asked to self-isolate, ABK will inform all tutors and students of this via email and include appropriate information for any subsequent actions or changes in circumstances.</li> <li>• Western's SLT and other appropriate individuals will also be informed (NXR).</li> </ul>	ABK Tutors Parents/Carers
4	Airborne transmission	Students and tutor	<ul style="list-style-type: none"> <li>• Until further notice, no live performances in front of a live audience will be given.</li> </ul>	ABK

			<ul style="list-style-type: none"> <li>• If the teaching spaces need to be rearranged slightly to enable suitable social distancing, tutors will ensure the rooms are safe to use.</li> <li>• ABK has chosen specific rooms in advance that are spacious and have good ventilation but will check the rooms for suitability before teaching commences.</li> <li>• Tutors will report back to ABK if there are changes that alter the suitability of spaces over following weeks. They will inform ABK in the event of concerns regarding any aspects of the room that does not facilitate acceptable social distancing and/or ventilation.</li> </ul>	Tutors
5	Airborne and surface transmission	Students and tutor	<ul style="list-style-type: none"> <li>• If any of the above are not possible (either one week or at all), lessons will be provided remotely over Zoom.</li> </ul>	ABK

### Residual Risk rating

How likely is the activity to result in actual harm (1-5)?	1
How severe would the consequences be (1-5)?	4
<b>Risk rating (likelihood x severity)</b>	<b>4</b>

Likelihood	more	5					
		4					
		3					
		2					
	less	1					
		1	2	3	4	5	
		better			worse		
		<b>Severity</b>					

<b>Risk rating:</b>	<b>1-6</b>	<b>Green</b>	Monitor to ensure control measures are implemented consistently and that the rating remains valid.
	<b>8-12</b>	<b>Amber</b>	Try to identify additional controls to reduce the risk. Ensure that control measures are implemented consistently and look to improve by the next review.
	<b>15-25</b>	<b>Red</b>	Cease this activity until additional controls can be put in place to manage the risk.

**Date communicated to staff/volunteers:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_