

**ASCA MUSIC  
COVID-19 RISK ASSESSMENT**



This risk assessment references face to face music lessons with peripatetic music teachers at the Abbey College and it's ASCA schools

<b>Location</b>	Abbey College, Ramsey / Ashbeach School / Bury School / Earith School / Ramsey Junior School and Spinning Infants / Somersham School / St Helen's School / Upwood School / Warboys School
<b>Activity</b>	Music lessons
<b>Assessment date</b>	July 14 <sup>th</sup> 2020
<b>Assessment serial number</b>	SCA-ASCA2020

<b>PREPARATION</b>
To sign in and out, ensuring that the school is aware of our attendance. Wash hands and sanitize before and after entering the building(s).
Confirm with the school the procedure for children coming to lessons – do we collect from the classroom (primary schools) and if so how will this be done without entering a bubble? Have a knowledge of the each school's Covid-19 rules and procedures. Be aware of any other new procedures, such as fire.
To enter the music room via as much outdoor space as possible, avoiding busy corridors and keeping contact with other people to a minimum, observing the 2 metre rule.
Arrive early to ensure space is fully prepared before any session begins. This includes wiping down the door handles and any equipment that may be used and opening the windows.
All equipment will be sanitized by our tutors before and after use. Where possible we will use our own equipment.
The tutor should position themselves, where possible, furthest away from the door and near an open window. Bags should be kept to a minimum and placed beside them.

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<p>Students must wash or sanitize their hands before entering the room. Bags and coats will be kept by the door.</p>
<p>All students should have their own instrument where possible, have their own sheet music and bring a pencil. They will be expected to write their own notes up during the lesson.</p>
<p>Students should be directed to their space allowing a distance of 2 metres between themselves, any other students (in the case of shared lessons) and the tutor.</p>
<b>SPECIFIC LESSONS</b>
<p><b>PIANO LESSONS:</b></p> <p>Where possible there should be 2 pianos available so that the student and tutor have their own to work from. These should be kept so that the 2 stools are 2 metres apart.</p> <p>When only one piano is available and the tutor needs to demonstrate, the student must stand away from the piano and the tutor wipe down the seat, piano keys and anything they will touch both before and afterwards.</p> <p>The tutor will remain 2 metres away from the student throughout the lesson</p>
<p><b>SINGING LESSONS:</b></p> <p>The student will be given a specific place to stand where they don't directly face the tutor. Where possible a Perspex screen should be used if the room is not big or the tutor may want to wear a visor.</p> <p>Any music stands used must be washed down before and after each use. There should be a 3 metre distance between student and tutor.</p> <p>In the case of shared lessons students will have their own music stands and music and will stand 3 metres apart and not facing each other.</p> <p>In the early stages singing power will be kept to a minimum with low singing, learning harmonies and lyrics until further guidance is given.</p> <p>Microphones will not be used unless the student provides their own. Cables, stands and equipment will be washed between uses and will only be handled by tutors.</p>
<p><b>STRING LESSONS:</b></p> <p>Students will be sat at an angle away at least 2 metres away from the tutor so that there is no face to face air flow unless a Perspex screen is available or a visor is worn.</p> <p>Any music stands and chairs used must be washed down before and after each use.</p> <p>In the case of shared lessons students will have their own music stands and music and will sit or stand 2 metres apart and not facing each other.</p>

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Students should have their own instrument and must set it up by themselves. This includes tuning. Where this is not possible then the instrument must be washed down between uses and after it has changed hands between tutor and student.

**WOODWIND LESSONS:**

The student will be given a specific place to stand where they don't directly face the tutor. Where possible a Perspex screen should be used. Any music stands used must be washed down before and after each use. Students and tutors should allow 3 metres distance between each other.

In the case of shared lessons students will have their own music stands and music and will stand 3 metres apart and not facing each other.

Under no circumstances will instruments be shared.

If a student has not brought their instrument to the lesson then a theory or aural lesson will be given.

**DRUM LESSONS:**

Students will be encouraged to bring their own drum sticks. Where this is not the case a spare pair will be available and washed before and after each use. The tutor must not share their own sticks.

Tutors will sit behind and to the side of the student at a distance of 2 metres where possible – 1 metre minimum

If the tutor needs to demonstrate, the student must stand away from the kit and the tutor will wipe down the seat and anything they will touch both before and afterwards.

**Specific risks**

Any tutor or student showing any signs of illness of any sort should not attend a session.

Any tutor who is shielding may choose to continue lessons online until they feel they are safe to go back in to schools

**Control measures**

Online resources will be available and so any students who are self-isolating will be able to view these and may be able to continue lessons online.


If there is a further outbreak of Coronavirus then sessions will move back online until it is safe to return. Students will be given the option of taking their lessons this way or put them on hold temporarily.

Students who are not comfortable with face to face lessons may be offered online lessons instead.

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<b>Extra care</b>
<p>It is our right to refuse a child who refuses to adhere to the social distancing or sanitation rules or who is displaying symptoms of Coronavirus.</p> <p>If a child shows any signs of being poorly or showing symptoms then the lesson should end immediately and tutors should report any concerns to the school and parents/carers.</p> <p>In the case of piano and drum lessons where the tutor sits near to the student for all parts of the lesson, they should sometimes move across the room when possible to break the air flow.</p> <p>Tutors should situate themselves, where possible, near an open window.</p>

<b>Assessor's comments</b>
<p>We have managed to teach online sessions throughout lockdown, many of which will continue until a full face to face service can resume.</p> <p>With a good sized room, social distancing and a good sanitization routine there is no obvious reason why lessons cannot return in person once school is back to full capacity (late September). Government guidelines will be adhered to and monitored.</p> <p>Tutors must be aware of and respect the risk assessments in place at each school and communicate directly with them regarding any issues.</p>

Name of assessor	Signature of assessor	Date
Sarah Carr		14/07/2020

<b>Risk assessment reviews</b>	To be reviewed half termly.
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Review date	Reviewed by	Reviewer signature	Remarks