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| APPENDIX A: RISK ASSESSMENT ON SERVICE DELIVERY Directorate & Team: Children’s Services: Wolverhampton Music Service | | Completed By: Ciaran O Donnell | Date: 3.9.20 Review Dates: 8.3.21/10.5.21 |
| Activity Workplace COVID19 | Manager: Ciaran O Donnell | | |
| Details of hazard | Who is affected and how? | What controls are in place | Risk L/M/H |
| Direct transmission of COVID - 19 virus from being in close proximity to people with the virus. i.e. person to person transmission (hand to hand, hand to mouth, hand to body), | Music service staff, School employees, parents, pupils and the general public through cumulative contacts across settings. Those with / underlying health conditions or BAME | General Measures Music Service staff are advised to follow NHS guidance on coronavirus (COVID-19) Covid-19-guidance-for-employees Music Service SLT team are advised to follow the NHS guidance for employers and businesses on coronavirus (COVID-19) Covid-19 Guidance to-employers and Covid-19 Guidance for schools Staff with any Corona virus symptoms should arrange for a test through the NHS testing and tracing for coronavirus (COVID-19) website, or ordered by telephone via NHS 119 for those without access to the internet. The Leadership Team (Ciaran O Donnell, Sarah Fletcher, Sarah Tulley, Peter Edwards) understand support systems available to them to get advice/support: Annie Khan (Public Health) – (replacement for Ankush Mittal) ainee.khan@wolverhampton.gov.uk General enquires inbox – Phtrackandtrace@wolverhampton.gov.uk (checked 3 times a day by a GP) 9 - 5pm service | L |

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| | | <p>Specific measures in place by Music Service</p> <ul style="list-style-type: none"> - Music Service staff will comply with the updated national guidance for schools. - Updated Advice has been sought from Dr Ankush Mittal (Public Health – 1.3.21). - Staff Survey has been undertaken to ascertain which staff are high risk vulnerable. (3 staff affected and mitigations in place for these staff.) - Staff signposted to council COVID pages and relevant schools guidance added to staff information folder. Updated training will take place on Weds 10th march prior to any return to schools. This will be delivered using TEAMS and recorded for all staff. - Risk assessment of Music School Premises has been updated 8.1.21. Building is currently closed for face to face teaching activity. - Ongoing weekly staff briefings on Weds are recorded for staff on TEAMS. | |
| <p>Indirect transmission of COVID-19 virus from hand and hands contact with contaminated surfaces or equipment.</p> | <p>Music service staff, School employees, parents, pupils and the general public through touching instruments and equipment using for teaching.</p> | <p>General measures</p> <p>Adopt good guiding principles in line with government advice and local Public Health</p> <ul style="list-style-type: none"> - Minimum Physical Distancing of 2m from all adults and children (ensuring any contact less than this is for no more than 15mins) - Regular hand washing or sanitising (20 seconds is advised) - Good natural ventilation in teaching spaces - Management of volume (general voice and in wind/ brass instruments) - Separate guidance for singing has been updated following updated government guidance in November and outlined within this document. - Cleaning of instruments/ equipment will be managed with Milton solution and Sanisafe wipes. (Virus can live on surfaces for max 72 hours) - Staff will wear face coverings in all schools while in corridors and non-teaching spaces. - Staff will be compliant with government guidance for schools on LFT testing every 72 hours. The Head of Music Service will retain records of staff testing regimes to be able to offer reassurance to schools. Personal test results will not be sought from staff. | L |
| <p>Direct transmission of COVID - 19 virus from 1:1 teaching. (including airborne</p> | <p>Music service staff, School employees & pupils could</p> | <ul style="list-style-type: none"> - National guidance reinforces “The way to control this virus is the same, even with the current new variants.” | |

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| <p>transmission from wind instruments) for all COVID 19 including B117 and SA variants</p> | <p>inhale airborne particles/ droplets.</p> | <ul style="list-style-type: none"> - We are continuing to adopt minimum 2m physical distancing between all adults in all teaching spaces. Minimum 2m distancing is recommended between children in all teaching spaces where they have small group teaching. - Working within school bubbles to group children. - All schools have completed a 'checklist' to ensure that they are compliant with our system of controls. - Ventilation will be managed by schools in adherence to the published guidance for schools to ensure that "Good ventilation with fresh air is essential at all times in classrooms and particularly during this period." - Pupils will retain their own resources and touch only their own materials at all times. - Where instruments are needing to be tuned/ touched by the teacher, a standard procedure for hand washing/ sanitising before and after will be implemented. - Teachers will never share or demonstrate on instruments belonging to students. - Provision of mesh bell coverings (3 layers muslin) is in line with WHO standards for face masks. These can be provided for all 'belled' instruments. - Staff will be provided with santiser and flexibility built into timetabling for regular handwashing. - Staff will have confidence to report issues where teaching spaces are not compliant with guidance. - Brass students will collect saliva deposits in a Sanisafe wipe and will bag wipes before disposal. - Staff mandated to wear fresh clothes on each consecutive day of work. - Staff will be compliant with government guidance for schools on LFT testing every 72 hours. The Head of Music Service will retain records of staff testing regimes to be able to offer reassurance to schools. Personal test results will not be sought from staff. - Where secondary students cannot distance by 2m, they will wear face coverings in line with schools' guidance. - Wind/ brass instrumental groups will be adapted if 2m distancing is not possible in a school teaching space. - We have advised staff to follow the guidance for wind/brass that should include seating pupils side by side and facing forwards, rather than face-to-face or side on. | <p style="text-align: center;">M</p> |
| <p>Direct transmission of COVID - 19 virus from small group teaching. (including airborne</p> | <p>Music service staff, School employees & pupils could</p> | <ul style="list-style-type: none"> - Schools have been provided with an excel tool by CWC that generates maximum capacities for their teaching spaces. | |

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| transmission from wind instruments) | inhale airborne particles/ droplets. | <ul style="list-style-type: none"> - Maximum group size and timetables for staff will be dependent on the ability to achieve minimum 2m distancing. Additional time will be added to timetables to meet their teaching requirements when group size prohibits safe distancing. - Physical distancing and good hygiene measures will continue to underpin the approach. - Staff will be compliant with government guidance for schools on LFT testing every 72 hours. The Head of Music Service will retain records of staff testing regimes to be able to offer reassurance to schools. Personal test results will not be sought from staff. - Where secondary students cannot distance by 2m, they will wear face coverings in line with school's guidance. | M |
| Direct transmission of COVID - 19 virus from whole class teaching. (including airborne transmission from wind instruments) | Music service staff, School employees & pupils could inhale airborne particles/ droplets. | <ul style="list-style-type: none"> - National guidance reinforces "The way to control this virus is the same, even with the current new variants." - Schools have been provided with an excel tool by CWC that generates maximum capacities for their teaching spaces. - We are continuing to adopt a minimum 2m physical distancing between Music Service staff and all other adults and pupils, in all teaching spaces. - Working within school bubbles to group children. - All schools have completed a 'checklist' to ensure that they are compliant with our system of controls. - In WCIT settings ventilation will be managed by schools in adherence to the published guidance for schools to ensure that "Good ventilation with fresh air is essential at all times in classrooms and particularly during this period." - Wind/ brass instrumental groups will be adapted if 2m distancing is not possible between each pupil and also between the teacher and all other adults and pupils in a school teaching space. - We have advised staff to follow the guidance for wind/brass that should include seating pupils side by side and facing forwards, rather than face-to-face or side on. - Brass students will collect saliva deposits in a Sanisafe wipe and will bag wipes before disposal. - Pupils will retain their own resources and touch only their own materials at all times. - Where instruments are needing to be tuned/ touched by the teacher, a standard procedure for hand washing/ sanitising before and after will be implemented. - Teachers will never share or demonstrate on instruments belonging to students. | M |

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| | | <ul style="list-style-type: none"> - Staff will be provided with santiser and flexibility built into timetabling for regular handwashing. - Staff will have confidence to report issues where teaching spaces are not compliant with guidance. - Staff mandated to wear fresh clothes on each consecutive day of work. - Staff will be compliant with government guidance for schools on LFT testing every 72 hours. The Head of Music Service will retain records of staff testing regimes to be able to offer reassurance to schools. Personal test results will not be sought from staff. | |
| <p>Direct transmission of COVID - 19 virus from singing</p> | <p>School employees & pupils could inhale airborne particles/ droplets.</p> | <ul style="list-style-type: none"> - Updated Government Guidance on principles for safe singing was issued on 20th November - It is noted that singing in a confined space may create a concentration of aerosols. The predominant virus in the UK now is the B117 variant. This strain is more infectious once exposed to it, therefore schools should be using control measures to manage any exposure to the virus through a cumulative concentration of aerosols. - To help schools/staff interpret the guidance and manage singing safely, we recommend that you should only undertake singing in two ways and only if the following conditions are met: <ul style="list-style-type: none"> 1) Singing takes place outside and children can be distance by at least 1m. Good weather might provide opportunity for this. Layout: Avoid face to face – Singing in rows side by side with distancing in place is best practice. 2) Singing takes place inside with: <ul style="list-style-type: none"> - minimum 2m distancing in all directions for all adults and children - The room has good natural ventilation (windows or doors open) - The singing activity is limited to 30min - You actively manage control of the volume of any singing, chanting or shouting by periodically reminding children or choosing repertoire to encourage quieter singing. Layout: Avoid face to face – Singing in rows side by side with distancing in place is best practice. - MUSIC SERVICE TEACHERS WORKING IN SCHOOLS WILL ADOPT THIS GUIDANCE IN THEIR WORK AND SUBSTITUTE SINGING FOR OTHER ACTIVITY WHERE NEEDED. | <p>L</p> |

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| | | <ul style="list-style-type: none"> - This guidance has been issued to all schools by e mail on Friday 5th March | |
| <p>Direct transmission of COVID - 19 virus from WMS staff ensemble rehearsals and performances in schools (including surface, airborne and airborne transmission from wind instruments)</p> | <p>Music service staff, School employees & pupils could inhale airborne particles/ droplets or could touch contaminated surfaces.</p> | <ul style="list-style-type: none"> - National guidance reinforces “The way to control this virus is the same, even with the current new variants.” - Schools have been provided with an excel tool by CWC that generates maximum capacities for their teaching spaces. - We will be working alongside schools’ individual risk assessments as well as safety measures identified as being specific to a music education and performance setting - We are continuing to adopt a minimum 2m physical distancing between Music Service staff and all other adults and pupils, in all teaching and performance spaces. - Working within school bubbles to group children. - Ventilation will be managed by schools in adherence to the published guidance for schools to ensure that “Good ventilation with fresh air is essential at all times in classrooms and particularly during this period.” - All schools booking performances will be contacted in advance with a reminder of our risk assessment and key safety measures which must be in place during the staff visit - WMS staff should follow the guidance for wind/brass that includes standing/sitting side by side and facing forwards, rather than face-to-face or side on when playing - Brass teachers will collect saliva deposits in a Sanisafe wipe and will bag wipes before disposal. - Provision of mesh bell coverings (3 layers muslin) is in line with WHO standards for face masks. These can be provided for all ‘belled’ instruments. - Players must be one to a stand. - Players must retain their own music - Shared music service staff instruments (microphones, percussion, keyboards) will need to be cleaned appropriately - Pupils will not be permitted to touch WMS equipment or instruments - Staff will be provided with santiser and time built into performance week for regular handwashing. - Staff will have confidence to report issues where teaching spaces are not compliant with guidance. - Staff will be compliant with government guidance for schools on LFT testing every 72 hours. The Head of Music Service will retain records of staff testing | <p>M</p> |

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| | | <p>regimes to be able to offer reassurance to schools. Personal test results will not be sought from staff.</p> <ul style="list-style-type: none"> - Numbers of staff attending rehearsals at the Music School will be confirmed in advance and groups will be allocated appropriately sized rehearsal spaces. - We are continuing to adopt a minimum 2m physical distancing between Music Service staff in all rehearsal spaces. - Ventilation will be managed by Music Service staff in adherence to the published guidance for schools to ensure that “Good ventilation with fresh air is essential at all times in classrooms and particularly during this period.” - Groups will rehearse for no more than 1 hour without leaving the rehearsal space for a minimum of 15 minutes. | |
| <p>Direct transmission of COVID - 19 virus from Ensemble teaching. (airborne and surface)</p> | <p>Music Service employees & pupils could inhale airborne particles/ droplets or could touch contaminated surfaces.</p> | <ul style="list-style-type: none"> - The Music Service will adhere to the governments published roadmap for renewing children’s activities from 12th April 2021. - Out of school groups will be considered under the government guidance for out of school settings. - Risk assessment of Music School updated 8.3.21. Limitations on capacity understood, Appropriate signage, distancing layouts planned etc... - Ventilation must be possible – preferable doors and window for flow of air. Schools should be adhering to the published guidance ensuring that “Good ventilation with fresh air is essential at all times in classrooms and particularly during this period.” - Minimum 2m distancing observed by everyone. - Teacher stands at least 2m from nearest player. More vulnerable people may consider a Type 2R mask or screen. - Players must be one to a stand. - Players must retain their own music and kept in their own folder. - Shared instruments (Rock and Pop, microphones, percussion, keyboards) will need to be cleaned appropriately and these musicians should be given wipes and instructions on how often to clean equipment. - Rehearsals will have a maximum length of 1 hour to limit exposure with a gradual phasing after fortnightly review. | L |
| <p>Direct transmission of COVID - 19 virus from recovering or cleaning instruments from schools/ pupils/ parents.</p> | <p>Music Service employees, school staff & pupils could touch</p> | <ul style="list-style-type: none"> - Gloves will be provided to teachers for the purposes of recovering instruments. - The guiding principles of hand washing and physical distancing will be in place. - Primary schools will be asked to ensure that instruments are stores in one well ventilated area for cleaning. (e.g. school hall) | L |

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| | contaminated instruments. | <ul style="list-style-type: none"> - Teachers will be issued with Chlorhexidine wipes and Milton solution to allow for effective sensitisation of a variety of instruments. - After cleaning, instruments should not be used by pupils for at least 72 hours. - Procedures for drop off and collection, for the undertaking of repairs, will be implemented when the Music School premises is safe to reopen. - COSHH assessment of all cleaning and sanitising products to be undertaken by H & S team. | |
| Safeguarding | Children or staff at risk if safeguarding measures are not clear on live 1:1 virtual teaching | <ul style="list-style-type: none"> - Online teaching policy to be written and agreed at point of sign up with parent. - Staff policy on best practice for teaching will highlight safeguarding measures. Staff will be briefed accordingly, and copies of the procedure circulated to .gov e mail addresses. - Training in best practice for online teaching will be offered to staff in advance of organising and commencing lessons in September. | L |
| Data | Teachers mismanage data and this puts parents or students at risk of contact by unknown persons. | <ul style="list-style-type: none"> - Only .gov e mail addresses will be used for set-up of lesson on TEAMS. - Parent data will be gathered through Microsoft forms and stored on council L Drive. Teachers will be able to access e mail addresses to arrange lessons for y10-13 students. - Training on managing and handling data will be arranged alongside training for best practice in online learning, before roll-out to staff in September. - Teachers will be trained on managing their own personal data in relation to telephone numbers and e mail addresses. - Pupil data will be shared with schools for the purpose of cross-checking digital engagement. Parents understand this within the terms and conditions during registration and are required to consent to it clearly | L |
| Stress and anxiety | Music service staff Stress related ill Health | <ul style="list-style-type: none"> - Employees are encouraged to discuss any issues/problems they may have with their line manager. - Details of the EAP scheme and login has been shared with all staff. - There is security for all staff in the virtual offer for the first half term, particularly those with underlying health conditions or those from BAME. - No teaching W/C 8th march to allow sufficient planning and preparation for managing workload/ training. <p>LFT Testing</p> | L |

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| | | <p>We recognise that testing could produce additional anxiety for staff. Legally, we cannot ask staff to produce evidence of a negative test. It is hoped that our approach will satisfy the school requirements:</p> <ul style="list-style-type: none"> - All staff have agreed to comply with testing as per the updated schools' guidance. - All staff will send COD their proposed testing regime i.e. the days that they will test each week. COD will hold this information confidentially as Head of Service to be able to satisfy queries from schools. - Staff are testing at centres and not at home in the initial phase. Therefore, they must visit a LFT centre prior to working in schools. This is because we can assume that a test in a centre is managed by a trained LFT tester. - Staff will isolate pending any void or positive test. <p>We will move to home testing when these LFT devices have been sourced for CWC frontline employees to alleviate further any stress associated with testing.</p> | |
| Irritant Contact Dermatitis | <p>Music service staff</p> <p>Exposure through excessive hand washing.</p> | <ul style="list-style-type: none"> - Employees reminded to report signs of dermatitis to their manager i.e. itchy, dry or red skin. - Advised to dry hands thoroughly after washing them and, if necessary, moisturise your hands to replenish the skin's natural oils. | L |
| Ignition of alcohol-based hand sanitizer | <p>Employees</p> <p>Burns to the hands as a result of ignition of sanitizer vapour (particularly employees who smoke)</p> | <ul style="list-style-type: none"> - Employees are asked to wash their hands with soap and water if possible. If only alcohol-based hand sanitizers are available, to make sure all liquid is evaporated before touching any surfaces. | L |