

# Lancashire Music Service Covid 19 Risk Assessment

**Risk Assessments for:** Lancashire Music Service delivering provision in school  
**Date Updated:** 28/08/2020

**Assessor Name:** Bernie Hill  
**Sources:** WHO, NHS, MU, MIA and Intranet

**Note: Measures for LMS teachers should run in line with current school risk assessment**

What are the hazards	Who might be harmed and how	Risk rating without controls in place	Current control measures	Risk Rating with control measures in place	Are risks adequately controlled for work task to go ahead, or will further control measures be required? (Detail any additional measures)	Action required by whom	Date action required by
<p><b>Direct transmission of COVID -19 virus</b> 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),</p>	<p>Music service teachers, school employees, parents, pupils and the general public</p> <p>Ill health</p>	H	<p><b>General Measures</b>                      Music Service teachers are advised to follow NHS guidance on coronavirus (COVID-19) <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-employees">Covid-19-guidance-for-employees</a></p> <p>Music Service SLT team are advised to follow the NHS guidance for employers and businesses on coronavirus (COVID-19) <a href="https://www.gov.uk/government/publications/covid-19-guidance-to-employers">Covid-19 Guidance to-employers</a> and <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-schools">Covid-19 Guidance for schools</a></p> <p><b>Specific measures in place by schools</b>                      The risk of virus transmission will be reduced by having as few children in school as possible. Schools have developed an up to date list of vulnerable children and the children of key workers and have communicated to parents. Parents that bring non eligible children will be refused entry.</p> <p>Class groups could be reduced (<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a>)</p>	M	<p>SLT should regularly refer to latest guidance <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p>SLT will regularly monitor new measures being introduced by government and individual schools to reduce risk</p>	LMS Managers	31/10/2020

## Lancashire Music Service Covid 19 Risk Assessment

		<p>Where possible contact with parent's or other school staff should be conducted remotely, via telephone or video link.</p> <p>Teachers are asked to not touch or shake hands.</p> <p>High risk/vulnerable teachers are identified and where appropriate are asked to work from home.</p> <p><b>Music service delivering whole class provision</b> Guidance and Risk Assessments will be sent from schools prior to music provision commencement.</p> <p>LMS teachers should be reminded about social distancing by member of school staff before commencing work.</p> <p>Class groups will be kept to a maximum of 15 per government guidance. This will be reviewed as guidance changes.</p> <p>All pupils and teachers will follow social distancing rules and keep to a minimum distance of 2 meters away.</p> <p>Regular hand washing should take place.</p> <p>Where possible contact with parent's or other school staff is conducted remotely, via telephone or video link.</p> <p>LMS teachers are advised to only physically meet with school staff if they are satisfied that doing so is consistent with government advice.</p> <p>LMS teachers are asked to not touch or shake hands with pupils or school staff. Instruments will only be used if safe to do so.</p> <p>Instruments should not be shared between teachers or pupils.</p>		<p>LMS teachers will provide hand sanitiser and anti-bacterial wipes (via a termly allowance)</p> <p>Alternative solutions should be sought to reduce risk such as screens.</p> <p>LMS Teacher Handbook should be updated to reflect approved actions.</p>	<p>LMS teachers</p>	<p>01/09/2020</p>
--	--	---	--	--	---------------------	-------------------

# Lancashire Music Service Covid 19 Risk Assessment

			<p>Hand outs should not be given out but digital solutions such as projecting should be used.</p> <p>Movement in the class should be kept to a minimum</p> <p>LMS teachers that fall into the extremely vulnerable category should remain shielding at home. All provision should be made for them to deliver their lessons online.</p> <p>LMS teachers that are clinically vulnerable if possible should remain at home and deliver their lessons online.</p> <p>LMS teachers who live with clinically vulnerable people should attend work.</p> <p>LMS teachers who live with people who fall into the extremely vulnerable should remain at home. All provision should be made for them to deliver their lessons online.</p> <p>Movement of teachers and pupils should be kept to a minimum in schools</p> <p>If the LMS teacher is in multiple classes' the teacher should move to the classes to reduce risk.</p> <p>It is advisable that teachers wash hands and wear gloves and masks when moving between schools.</p> <p><b>Individual and small group music lessons in school</b></p> <p>Music lessons should take place in a well-ventilated rooms</p> <p>2 meters should be kept between music teacher and pupils</p> <p>If distancing cannot be achieved alternative solutions will need to be put in place.</p>				
--	--	--	--	--	--	--	--

## Lancashire Music Service Covid 19 Risk Assessment

			<p>Movement of pupils and space sharing should be kept to a minimum</p> <p>If space sharing is unavoidable areas should be cleaned and wiped down between sessions.</p> <p>LMS teachers should not seek to find pupils who do not attend.</p> <p>LMS teachers should only teach pupils on approved register.</p> <p>When social distancing isn't possible teachers and pupils should avoid sitting directly opposite each other where possible. Using back-to-back or side-to-side working whenever possible.</p> <p>Pupil lesson times should be staggered for arrival and departure times to reduce contact.</p> <p><b>Measures to take when teachers or pupils arrive at school unwell or become unwell whilst in school</b></p> <p>Pupils and teachers who are sent home are advised to follow the staying at home guidance.</p> <p>LMS teachers should inform school staff if they or a child becomes unwell.</p> <p>If an LMS becomes unwell or is exposed to a child who is unwell they should inform the LMS office. They will be sent home and advised to follow the staying at home guidance.</p> <p><b>Collection and delivery of instruments</b> Social distancing guidance should be followed when collecting or delivering instruments.</p> <p>If possible non-contact delivery should take place.</p> <p>Hand washing or the use of hand sanitizer should take place regularly.</p>				
--	--	--	--	--	--	--	--

## Lancashire Music Service Covid 19 Risk Assessment

			<p>Delivery should be planned to avoid high congestion times.</p> <p>Gloves and masks should be worn where possible.</p>				
<p><b>Indirect transmission of COVID-19 virus</b> from hand and hands contact with contaminated surfaces</p>	<p>Music service teachers, School employees, parents, pupils and the general public</p> <p>Ill health</p>	H	<p><b>General Measures</b></p> <p>LMS teachers are advised to follow NHS guidance on coronavirus (COVID-19) <a href="https://www.gov.uk/coronavirus">Covid-19-guidance-for-employees</a></p> <p>An Employee Covid-19 FAQ is on the intranet.</p> <p>Management are advised to follow NHS guidance for employers and businesses on coronavirus (COVID-19) <a href="#">Covid-19 Guidance to-employers</a> And <a href="#">Covid-19 Guidance for schools</a></p> <p><b>LMS teachers delivering lessons in schools</b></p> <p>Instruments should be cleaned and disinfected prior to pupil allocation. All cases should be wiped down with alcohol wipes.</p> <p>Instruments should be cleaned and disinfected after use.</p> <p>Where possible instruments should not be shared especially if that instrument comes into contact with the mouth – Microphone etc.</p> <p>If instruments are shared instruments should be cleaned between use and sessions e.g. piano keys</p> <p>Spaces should be aired out as much as possible both during and between sessions.</p>	M	<p>Managers should regularly refer to latest guidance <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p>LMS SLT will regularly monitor new measures being introduced by government and individual schools to reduce risk</p>	SLT	Ongoing
Stress and anxiety	LMS teachers Stress related ill Health	M	LMS teachers are encouraged to discuss any issues/problems they may have with their Regional Manager.	L	Regional Managers to monitor and review.		

## Lancashire Music Service Covid 19 Risk Assessment

Ignition of alcohol based hand sanitizer	LMS teachers burns to the hands as a result of ignition of sanitiser vapour	L	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			
--	---	---	---	---	--	--	--

Review Date	Reviewed By	Amendment
31/10/2020	Bernie Hill	

Risk Ratings	Example impact (Including but not limited to)
High	Likely to happen and likely to result in the fatality of one or more individuals. Potential for a frequently occurring serious and life threatening injury
Medium	Unlikely to happen but if it did it would certainly result in at least minor illness, injury or equipment damage. Could occasionally result in a serious injury, illness or equipment damage. Although rarely, could result in death or serious and life threatening injuries.
Low	Unlikely to occur but if it does it is likely to result in minor illness, injury or equipment damage and could, but is unlikely to, result in a significant injury, illness or equipment damage with over 3 days absence