

Music Unlocked

Guidance for Schools



Updated 22nd September 2020

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Music Unlocked

Guidance for Schools

Making Music Safely in School

This guidance is intended to inform school leaders in planning and risk assessing musical activity in schools. It is based on updated guidance (2 September 2020) from Music Mark, the former Federation of UK Music Services.

Visiting teachers (including project staff) can be welcomed into schools provided that they adhere to current public health guidance on minimising the spread of COVID-19¹; they can teach in multiple schools and across bubbles with mitigations (a COVID-19 Code of Practice for EA Music Service staff accompanies this document)

Additional mitigations, such as extended social distancing, were previously required for singing, wind and brass given concerns that these were potentially higher risk activities. Further scientific studies and research have allowed reconsideration of these additional mitigations². Both professionals and non-professionals can now engage in singing, wind and brass in line with this guidance.

The science of COVID-19 is still developing and new studies are published almost daily. The Music Service will revisit and update this guidance from time to time in the light of the latest scientific understanding.

Whilst every effort has been undertaken to verify the information used to write this document and to relate that specifically to musical learning for children and young people in and out of school, the Music Service cannot be held accountable for any advice given which subsequently is proven to be inaccurate.

This guide presupposes that schools are already complying with:

- Pupil bubbles and social distancing of adults;
- improved hand hygiene;
- enhanced cleaning of school buildings and other settings;
- normal considerations regarding noise levels
- maintaining vocal health, i.e. singing safely;
- lifting (manual handling) and posture.

And following the [Northern Ireland Re-opening School Guidance - New School Day](#)

¹ <https://www.publichealth.hscni.net/covid-19-coronavirus>

² <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

Considerations for the Music Service and schools

There are a number of factors schools should consider as they welcome visiting teachers back into their buildings. The Music Service will work closely with all schools to agree appropriate protocols. We will respect each school's individual arrangements and risk assessment for safeguarding pupils and visitors.

It is appreciated that some pupils attending SEN schools or those with additional needs may need assistance, required at times from other adults. SEN schools and EA Music staff should work closely together, considering how best to safely implement these, taking into consideration the needs of the pupils and the support provided to them.

Musical learning reinvented

It is the aim of the Music Service to restart 1:1 and small group lessons as soon as possible, however since schools closed on 20th March 2020, the Music Service has been working closely with our colleagues in C2k and the Child Protection Support Service to develop a pilot programme for online learning. C2k delivered training to Music Service managers who in turn have been training staff. Extensive guidelines have been written for the use of C2k's three secure platforms; Microsoft Teams, Google Classroom and Collaborate Ultra. Robust safeguarding guidelines have also been developed in conjunction with CPSS including; Expectations and Guidance for Students and Families, Parental Permissions, Tutor Guidelines & Risk Assessment. Nobody thinks virtual is best, however recognising the ongoing restrictions, we felt it was essential to establish these pilot programmes in order to best prepare for the possibility that a blended approach may be required in the coming months.

Peripatetic instrumental and vocal lessons

Individual and small group lessons should be held in rooms that can be ventilated well. Minimum recommended social distancing (or 2m distancing for brass, flute and saxophone) must be maintained for tutors' protection. Groups may have to be resized to fit into the teaching room and to maintain social distancing. Lessons for more than one pupil should not breach school 'bubble' arrangements.

If piano tutors cannot maintain current recommended social distancing and see students' hands, they may need to ask the school to rearrange the room but should not move pianos or other furniture on their own initiative, and they should not ask students to help them. For the tutor to demonstrate, the student will need to move at least 2m away from the tutor. Sanitising keys before and after each change of player is mandatory.

Tutors should teach proper cleaning of instruments and encourage this at the end of lessons but should not allow students to blow or tip water out of instruments onto the floor of the teaching room. (See above for guidance relating to water keys).

Tutors are often in the teaching room for extended periods. Their exposure to multiple people and to the same air possibly for some hours puts them at greater risk. Maintaining social distancing and ensuring the room is ventilated reduces this risk. Wearing a face covering could reduce this risk further. It may also be useful to timetable appropriate breaks to ventilate rooms.

Mouth-blown instruments should never be shared.

Instrumental ensembles

For ensembles or classes that do not include mouth-blown instruments, normal social distancing and resource use will suffice.

For woodwind and brass ensembles, including class work, distancing should continue to be observed (as with singing, this is the Music Service's recommendation for class work and not DfE guidance). For most instruments, 2m in all directions is recommended. Wind and brass instruments should not be shared between pupils and should be thoroughly cleaned before and after use.

Players should be discouraged from lifting their bells high, as contaminated water in the instrument can run back into the player's mouth or be distributed around the teaching space.

Water keys should not be vented directly onto the floor. Two American studies cultured a surprising variety of bacteria from both woodwind and brass instruments³. Newspaper, paper towels or puppy pads could be provided to soak up water (in Norway, anti-bacterial paper is recommended); a small pot containing detergent would also be effective. Players should deal with their own.

Conductors, leaders or tutors should stand at least 3m beyond the front row of wind or brass and may wish to consider a plexiglass screen or similar. For strings and orchestras, 2m will suffice.

[EA Music Service Orchestras, Bands and Ensembles have been paused since March due to Covid-19 lockdown. Rehearsals will resume as soon as possible, adhering to Public Health Agency guidelines and Music Service Risk Assessments.]

Singing and choirs

Evidence suggests that there may be additional risk of infection in environments where singing takes place. However, singing can be undertaken in line with guidance that has been developed by the UK Government⁴.

Pupils can sing both outdoors and indoors. Social distancing should be practiced and carried out in line with existing school bubble system. If indoors, ventilation should be increased by keeping doors and windows open.

Singing releases bioaerosols in proportion to volume: the louder the singing, the more aerosols are released. Decibel for decibel, aerosol release is comparable whether singing or speaking, so prioritising quiet singing, a beautiful sound and good technique will help control this. Certain consonants further increase aerosol release, so not insisting on musical theatre levels of diction will also help. Humming is safe.

For singing activity within a class bubble, the DfE no longer recommends limiting group sizes to 15. Social distancing of children is not necessary within bubbles.

School choirs can take place in a well-ventilated room but 2m distancing must be respected. Note that the area of the room is critical here: a higher ceiling does not mean singers are safe to stand closer together. The DfE guidance states a minimum ventilation of 10l per second per person but it is unclear how this could be verified or assured in most schools. A more practical approach is to limit rehearsal to a maximum of 40 minutes and then ventilate the empty room for at least 15 minutes.

³ Smaller brass instruments and all woodwind instruments harboured oral bacteria. Larger brass instruments were found to harbour fewer oral bacteria but "all [brass] instruments have *Alcaligenes faecalis*." (Mobley & Bridges, Sinton and Corpus Christi TX, 2015). This strain was also found in one clarinet.

⁴ <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

Be cautious of fans and systems that just recirculate stale air: you are probably safer leaving such systems off. If air filtration is used, only HEPA filters, regularly replaced, can be relied on.

Early in the new term you might consider singing outdoors but be aware of wind direction for both the singers and the leader. There are no safe face coverings for singing: all fabric masks leak air and bioaerosols around the sides and bottom.

In class, particularly at primary level where the teacher is present with the class all week, they should remain at least 2m from the nearest singer. For any other singing, the person leading the singing and any accompanist should be 3-5m from the front row as they will, of course, be facing the singers. They may want to consider a plexiglass screen.

Each singer should have their own music and should ideally keep it between rehearsals. If words or music are projected, that is ideal.

Further guidance on singing can be found in Professor Martin Ashley's paper. [Children and School Singing During the COVID-19 Pandemic and in the UK Government Guidance on Working Safely During Coronavirus \(Covid 19\): Performing Arts⁵](#).

Rock groups

The backline of rock groups should minimise moving and face mostly forwards. Singers should face forwards; tutors should stay at least 2m distant and not move directly in front of them while they are singing. Use and cleaning of shared equipment is covered below.

Stands and music

Social distancing will mean that each player will require their own music stand, particularly for non-class-based ensembles. Ideally, each player should have their own music. Photocopies of most music can be made under the Schools' Printed Music Licence and the Music Service Printed Music Licence.

Sharing instruments

Good hand hygiene and sanitising of touch surfaces controls risks for keyboard, percussion and string instruments.

Sharing mouth-blown instruments is **not safe**.

Personalising instrument cases

Instruments should be clearly labelled to ensure that they are returned to the correct pupil.

Cleaning instruments

All instruments present a risk of contact transmission. This is similar to the risk of transmission via door handles, handrails etc around the school. Instruments that are only used by one person should be cleaned as usual but with additional care. If instruments are used by more than one person (e.g. classroom percussion) or taken in and reallocated (e.g. at the end of a whole-class programme or hire period), meticulous cleaning is called for.

⁵ <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

The guidance is written with normal school and student instruments in mind. It is not intended for higher quality or antique instruments.

COVID-19 virus particles are believed to survive for two to five days on hard surfaces⁶. Disinfectant wipes and/or sprays are effective but bear in mind that most instruments contain multiple materials. Some disinfectant products will damage the pads of woodwind instruments and varnished or polished finishes.

Hot, soapy water is just as effective as disinfectant wipes. Instruments or parts of instruments made entirely from plastic may be submersed. The same applies to brass instruments but take the valves out first and set them aside. Recorders can even be dish washed in the top rack.

Do not immerse or soak woodwind instruments with cork joints or with keywork as it may damage pads: this includes flute head joints, as it will damage the head cork.

After playing, woodwind instruments should at minimum be dried in and out with swabs or pull-throughs to limit microbial growth. Fully drying even small brass instruments is not practical but it is extremely important to clean the mouthpiece using an appropriately sized mouthpiece brush, to ensure that all dirt and debris are removed.

Plastic piano and electronic keyboards can be sanitised with disinfectant wipes (unplug electronic equipment first). Do not spray them as residues may harm key mechanisms. It is a good idea to dry keys off afterwards. Ivory keys will be damaged by most disinfectant products. Clean them with a cloth dipped in soapy water and wrung out; leave the residue on for thirty seconds and wipe with a dry cloth.

Handles and straps of percussion instruments and beaters should be wiped similarly.

Primary school percussion trolleys may not be practical for now unless all instruments and the trolley can be cleaned after each use. Instruments might be allocated to classes (or even individual pupils) or set aside for 72 hours between uses to avoid cross-contamination. Schools will need to respond according to their stocks, circumstances and needs. Another recommended idea is to ask children to bring 'found percussion' items (usually small junk percussion) in from home.

For wooden instruments, follow manufacturers' instructions or test your cleaning product on an inconspicuous surface. You may want to wipe the chinrests of violins or violas, but it probably is not necessary (pure sweat is not thought to carry viruses). The neck and fingerboard and the lower end of the bow of all bowed strings may also be wiped.

Knobs, buttons, sliders etc on ICT equipment, amplifiers, CD/MP3 players and so forth should be wiped with antiseptic wipes. Do not use sprays or soaked cloths, to avoid liquids getting inside equipment. Areas such as the home button on iPads and the mesh of microphones are particularly bad for harbouring microbes. As prevention is better than cure, using a pop screen with microphones will reduce contamination. Always unplug equipment from the mains before cleaning.

After 72 hrs of not being played or used, normal cleaning of any equipment or cases will suffice.

⁶ Copper-zinc alloys (i.e. brass) have good viricidal properties and can kill COVID-19 in four hours but lacquers may interfere with this process. In any case, student instruments are often made of other alloys for reasons of economy and weight, and these may be less effective than brass. Silver needs a wet environment for its antimicrobial properties to work, so silver-plated instrument bodies and keywork still need cleaning.

Further advice on cleaning instruments

More advice on cleaning different instruments is available from this American website:

<https://www.nfhs.org/media/3812235/covid-19-instrument-cleaning-guidelines.pdf>

In the UK, the Music Industries Association is gathering relevant information on its website:

<https://www.mia.org.uk/covid-19/>.

Conclusion

Music is more necessary than ever to children's broad and balanced education. The wellbeing benefits seen by many music education providers during lockdown will be ever more needed as children return to school and process their experiences.

Even after assessing and controlling for foreseeable risks, it is not possible to eliminate all possibility of COVID-19 transmission. Recommended distancing for singing and various instruments is likely to come under review as more data emerge and are analysed. Understanding of fomite transmission (how and even if the virus is transferred by surface contact) and more real-world measurement of the effect of moisture evaporation on transmissibility may change the advice we have given here.

An international study led by two major American associations with the University of Colorado heading up the academic team is now looking specifically at music in education (most of the current studies have focused on professional playing or adult choirs). This study is almost certain to influence the next versions of guidance.

The Music Service management and staff are ready to return to music making, ready to engage and work alongside schools to create the safest learning environment possible for all our children and young people.

COVID-19 Code of Practice
Protocols for the EA Music Service
EA Music Service Staff, Schools and Pupils

Please see below the protocols that EA Music Service tutors must have in place in order to teach in EA schools. We also ask that EA staff liaise with schools to ensure the safety and well-being of pupils, EAMS tutors and school staff.

Please see the protocols listed below.

EAMS will:

- ensure that EAMS Tutors do not attend school if they (or any of those they live with) exhibit Covid-19 symptoms. A line manager/office will notify schools in accordance with EAMS guidance.
- ensure that the EAMS Tutor will contact their designated line manager **immediately** and follow guidance found in the **EA Test, Trace & Protect policy** if they test positive for COVID-19.
- encourage EAMS Tutors to maintain contact with schools for up-to-date information on possible disruptions to their teaching schedule (school staff/website etc)
- highlight the need for EAMS Tutors to familiarise themselves with the new working arrangements in each school and request a copy of the school's COVID-19 protocols.
- adhere to school policies, which are paramount.

EAMS Tutors must:

- sign in at the school reception on arrival, sanitising/washing hands before and after signing in.
- wear a face covering while in transit through the school building.
- ensure the group size is appropriate in line with EAMS guidance.
- ensure that pupils are never face to face during lessons and ventilate the room by opening a window or doors where necessary.
- remain in the teaching room for the duration of the session except for bathroom breaks.
- provide timetables that are appropriate to the schools' needs and COVID-19 protocols.
- always maintain a minimum of 2m distance from adults and pupils.
- insist that pupils have access to a separate music stand and provide their own copy of music.
- clean all touch surfaces with disinfectant wipes between lessons.
- ensure that the teaching space is vacated before the next pupil/s enter.
- ensure that pupils have washed or sanitised their hands before the lesson commences.
- dispose of all waste in a sealed plastic bag.

- avoid touching pupils' instruments. Where this is unavoidable, ensure that both instrument and hands are sanitised before and after.
- only play on their own instrument and never share mouthpieces.
- stop the lesson if a pupil exhibits symptoms or there is a COVID-19 incident and notify the school COVID officer immediately.
- make themselves aware of assembly points in the event of an emergency
- wash/sanitise their hands before leaving the school – preferably the last thing they do before signing out.

Where a child who is taught by an EAMS tutor tests positive for COVID 19, the tutor should follow guidance given to them by the school and inform their designated line manager. EA Test Trace and Protect procedures should be followed by EAMS tutors and managers.

Schools must:

- provide a teaching environment appropriate to the group size and EAMS guidance.
- provide details of school's COVID-19 protocols including a contact number for the COVID-19 officer.
- communicate expectations to EAMS Tutors and changes to school working patterns in response to COVID-19 protocols.
- provide access to hand washing facilities/hand sanitiser.
- identify the nearest bathroom for EAMS Tutors.
- provide cleaning wipes for equipment owned by the school.
- adhere to the agreed timetable as closely as possible.
- provide a suitable method of disposal of any potentially hazardous waste.
- ensure that all EAMS staff are aware of existing safeguarding policies.

Pupils must:

- adhere to agreed timetables as closely as possible.
- arrive 5 minutes prior to lesson and must not enter the room until instructed by the EAMS tutor.
- wash or sanitise their hands before and after attending their lesson.
- use their own instrument, music & accessories.
- ensure their instrument is properly labelled

EA MUSIC SERVICE

RISK ASSESSMENTS MUSIC SERVICE RESTART

Hazard	To Whom	Severity	Likelihood	Risk	
Contracting Covid-19	Tutor	3	2	6	
EA staff visiting premises/schools and other educational establishments, spreading Covid-19 to employees and into the wider community.	School Staff	3	2	6	
	Pupils	2	2	4	
Existing Precautions		Additional Precautions		Who	When
<p>All existing Risk Assessments and guidelines to be adhered to, including those from individual schools.</p> <p>Adherence to all advice from the DE, NHS and Public Health Agency (PHA) Covid-19 Guidelines.</p> <p>If you display any of the Covid-19 symptoms such as:</p> <ul style="list-style-type: none"> • a high temperature; • a new continuous cough; • a loss or change to your sense of smell or taste. <p>you must report the symptoms to your line manager, stay at home and not attend your work including any visits to schools/premises. You must self-isolate in accordance with NHS and PHA guidance.</p> <p>Schools/parents to be notified where appropriate.</p> <p>If you are deemed to be in the 'higher risk' or 'clinically vulnerable' category, such as those over aged 70 or those with specific medical conditions as defined by the NHS or PHA, you are to work from home if possible.</p> <p>Definitions of extremely vulnerable people can be accessed here</p>				School	Before first visit

<p>Definitions of vulnerable people can be accessed here</p> <p>Line managers must ensure an individual risk assessment is completed for all such staff.</p> <p>If you are in this category and have to visit schools/premises then you will have to apply this risk assessment also.</p> <p>At all times strict adherence to the maintenance of the current social distancing rule between all persons, must be observed.</p> <p>Ensure you observe respiratory hygiene precautions, i.e. Catch it, Bin it, Kill it, at all times whilst on site.</p> <p>Abide by any Covid-19 related signage on site.</p> <p>If you touch a surface, sanitise your hands as soon as you can afterwards and avoid touching your face.</p> <p>Face coverings must be worn by staff visiting schools/premises, in corridors and other communal areas.</p> <p>Hand sanitiser to be available for staff to carry with them. Tutors should not share wipes or sanitisers with pupils as they may medical conditions/allergies.</p> <p>When signing into schools (either with a pen or on a tablet), tutors should sanitise (or wash) their hands before/after signing in. Ideally tutors should use their own pen where applicable.</p> <p>Protect your skin by applying emollient cream regularly. Staff or pupils with certain medical conditions or allergies regarding the use of hand sanitiser should consider the use of appropriate protection.</p>		<p>EAMS to provide face coverings where necessary</p>	
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<p>All travel to, during and from work to be limited to one person per vehicle.</p> <p>It is important to comply with any guidelines already operating at each site.</p> <p>Tutors should be informed of which bathroom they can use and the route that needs to be taken to get there.</p> <p>Tutor should be advised of the route to teaching space provided to avoid crossing bubbles.</p> <p>Tutors should stay in the teaching room for the duration of the session the only exception being bathroom breaks.</p> <p>Pupils should make their own way to the teaching space for lessons to avoid the tutor having to walk through a class bubble space.</p> <p>All tea breaks and lunch breaks to be taken in tutor's teaching space, or individual vehicles/outside of the premises, if between schools.</p> <p>Strict adherence to the maintenance of the current social distancing rule must be observed, particularly if a visit requires two or more tutors.</p> <p>Avoid situations where distancing requirements are broken.</p> <p>Make efforts to reduce group sizes to allow appropriate social distancing within the space available.</p> <p>Where you need to use equipment, this should be thoroughly wiped down using disinfectant wipes.</p> <p>Tutors should be contactable at all times.</p>			
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<p>Regular contact should be maintained with other team members and line manager using phone/email and MS Teams.</p> <p>Inform line manager of any changes to schedule or timetable.</p> <p>Any additional existing precautions already in operation should be added here and the risk rescored.</p>			
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Hazard	To Whom	Severity	Likelihood	Risk	
Changes in Emergency Procedures due to Covid-19 precautions for EAMS tutors visiting premises/schools and other educational establishments	Tutor	3	2	6	
	Pupils	2	2	4	
Existing Precautions		Additional Precautions		Who	When
<p>All existing Risk Assessments and guidelines to be adhered to, including those from individual schools.</p> <p>Adherence to all advice from the DE, NHS and Public Health Agency (PHA) Covid-19 Guidelines.</p> <p>Tutors should be informed of what to do in the event of a fire alarm or other emergency.</p> <ul style="list-style-type: none"> • Where is assembly point? • What is the expected route to assembly point? <p>Any additional existing precautions already in operation should be added here and the risk rescored.</p>				Schools	Before first visit
				School to inform tutor	

Hazard	To Whom	Severity	Likelihood	Risk	
Transmission due to contamination of teaching space/shared equipment when EAMS tutors visiting premises/schools and other educational establishments	Tutor	3	1	3	
	Pupils	2	2	4	
Existing Precautions		Additional Precautions		Who	When
<p>All existing Risk Assessments and guidelines to be adhered to, including those from individual schools.</p> <p>Adherence to all advice from the DE, NHS and Public Health Agency (PHA) Covid-19 Guidelines.</p> <p>Cleaning regime should be in place in line with PHA guidance. All teaching spaces should be cleaned in accordance with these guidelines.</p> <p>Between each pupil/group the tutor should wipe down any resources or furniture that will be used for the next lesson with a disinfectant wipe. Sufficient time should be allowed for this.</p> <p>The next pupil should not enter the room until advised by the tutor and should wash their hands before and after the lesson according to school practice.</p> <p>Any additional existing precautions already in operation should be added here and the risk rescored.</p>				<p>School</p> <p>School</p> <p>EAMS to provide wipes</p> <p>Schools to arrange hand washing before pupils enter the teaching space</p>	Before first visit

Hazard	To Whom	Severity	Likelihood	Risk	
Waste disposal process in place for potentially contaminated waste when EAMS tutors visiting premises/schools and other educational establishments	Tutor	3	1	3	
	Pupils	2	1	2	
	School Staff	3	2	6	
Existing Precautions		Additional Precautions		Who	When
<p>All existing Risk Assessments and guidelines to be adhered to, including those from individual schools.</p> <p>Adherence to all advice from the DE, NHS and Public Health Agency (PHA) Covid-19 Guidelines.</p> <p>Any potentially contaminated waste (tissues, paper used to cover instrument bells or to clear water keys) in the teaching space should be placed in a sealable bag.</p> <p>All EAMS tutors should have a supply of disinfectant wipes/disposable cloths supplied by the EAMS.</p> <p>Any additional existing precautions already in operation should be added here and the risk rescored.</p>				<p>Schools</p> <p>EAMS to provide disposable bags Schools to provide bin to dispose of bag</p> <p>EAMS to supply wipes and disposable cloths.</p>	<p>Before first visit</p>

Hazard	To Whom	Severity	Likelihood	Risk
Preparing rooms/spaces suitable for teaching under Covid-19 regulations	Tutor	3	2	6
	Pupils	2	2	4
	School	3	2	6
Existing Precautions		Additional Precautions	Who	When
<p>All existing Risk Assessments and guidelines to be adhered to, including those from individual schools.</p> <p>Adherence to all advice from the DE, NHS and Public Health Agency (PHA) Covid-19 Guidelines.</p> <p>Teaching space must be large enough for tutor and pupils to maintain social distancing. Furniture may need to be moved or cleared.</p> <p>If the school has a plexiglass screen available, it can be used between pupil and tutor in singing, woodwind and brass lessons. If used, this should be sanitised between lessons. This does not negate the need for social distancing.</p> <p>Additional space will be needed for the teaching of some instruments:</p> <ul style="list-style-type: none"> ○ Woodwind: At least 2m from the end of the instrument and from the mouthpiece ○ Saxophone, Bass clarinet and Brass: At least 2m from the bell ○ Singers: At least 2m apart from tutor or each other <p>Positioning of pupils/tutors should be side to side or back to back, avoiding playing face to face. Markings could be used to help with positioning.</p>			<p>Schools</p> <p>Arrangements to be agreed with school in advance</p> <p>School to provide suitable markings (e.g. tape/chalk/hoops)</p>	Before first visit

<p>Rooms should be well ventilated at all times. Windows should remain open to aid with ventilation.</p>			
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Any additional existing precautions already in operation should be added here and the risk rescored.

Hazard	To Whom	Severity	Likelihood	Risk
Surface transmission via clothing when EAMS tutors visiting premises/schools and other educational establishments	Tutor	3	1	3
	Pupils	2	1	2
	School Staff	3	1	3
Existing Precautions		Additional Precautions	Who	When
<p>All existing Risk Assessments and guidelines to be adhered to, including those from individual schools.</p> <p>Adherence to all advice from the DE, NHS and Public Health Agency (PHA) Covid-19 Guidelines.</p> <p>Tutors should follow the normal guidance from EAMS and schools regarding suitable attire for tuition, and in addition should not wear items of clothing that could further transmit Covid-19.</p> <p>In SEN schools, any member of staff leaving school for lunch/break/appointment etc. Must change their clothes before re-entering the school.</p> <p>Any additional existing precautions already in operation should be added here and the risk rescored.</p>			<p>Schools</p> <p>Tutors</p>	<p>Before first visit</p>

Hazard	To Whom	Severity	Likelihood	Risk	
Dealing with suspected and confirmed cases of Covid-19 when EAMS tutors visit premises/schools and other educational establishments	Tutor	3	3	9	
	Pupils	2	3	6	
	School Staff	2	3	6	
Existing Precautions		Additional Precautions		Who	When
<p>All existing Risk Assessments and guidelines to be adhered to, including those from individual schools.</p> <p>Adherence to all advice from the DE, NHS and Public Health Agency (PHA) Covid-19 Guidelines.</p> <p>In the event of a child displaying symptoms of Covid-19, tutors should contact the school's Covid Officer (or equivalent) who will then deal with the case in accordance with school policy.</p> <p>The teaching space should then be sanitised as it would between sessions. Any potentially hazardous waste should be placed in a sealable plastic bag.</p> <p>If the tutor displays symptoms of Covid-19 they should follow current government guidelines, self-isolating until they have been tested. They should not attend any face to face teaching scheduled that day but must inform their school(s) and EAMS line manager, following the usual procedure outlined in the tutor guidelines.</p> <p>The school should then follow their own risk assessment procedure to contact any pupils or staff who have been in contact with the tutor. The teaching space used by the tutor should be deep-cleaned in accordance with the school guidance.</p>				<p>School</p> <p>Tutors</p> <p>School</p> <p>School</p>	<p>Before first visit</p>

<p>Any additional existing precautions already in operation should be added here and the risk rescored.</p>			
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	To Whom	Severity	Likelihood	Risk
<p>Arrival and departure times changed due to changes in school procedures.</p>	Tutor	3	1	3
	Pupils	2	1	2
	School Staff	3	1	3
Existing Precautions		Additional Precautions	Who	When
<p>All existing Risk Assessments and guidelines to be adhered to, including those from individual schools.</p> <p>Adherence to all advice from the DE, NHS and Public Health Agency (PHA) Covid-19 Guidelines.</p> <p>Tutors should be advised of any times when they cannot enter or leave the school premises, e.g. to avoid busy drop off and pick up times.</p> <p>Any additional existing precautions already in operation should be added here and the risk rescored.</p>			Schools	Before first visit, and subsequently if arrangements change.

EAMS Risk Assessment

Instrumental 1:1 and Small Group Teaching

Hazard	To Whom	Severity	Likelihood	Risk	
Safeguarding during 1:1 or small group lessons	Tutor	3	1	3	
	Pupils	2	1	2	
Existing Precautions		Additional Precautions		Who	When
<p>All existing Risk Assessments and guidelines to be adhered to, including those from individual schools.</p> <p>Adherence to all advice from the DE, NHS and Public Health Agency (PHA) Covid-19 Guidelines</p> <p>Schools to ensure that all previous safeguarding precautions still stand in under new Covid-19 arrangements.</p> <p>Any additional existing precautions already in operation should be added here and the risk rescored.</p>				School	Before first visit
				School	

Hazard	To Whom	Severity	Likelihood	Risk
Surface transmission via instruments during 1:1 or small group lessons	Tutor	3	2	6
	Pupils	2	2	4
Existing Precautions		Additional Precautions	Who	When
<p>All existing Risk Assessments and guidelines to be adhered to, including those from individual schools.</p> <p>Adherence to all advice from the DE, NHS and Public Health Agency (PHA) Covid-19 Guidelines.</p> <p>EAMS staff and students must play their own instruments during lessons (including strings).</p> <p>Students are not permitted to borrow another student's instrument for the lesson.</p> <p>Avoid touching pupils' instruments. Where this is unavoidable, ensure that both instrument and hands are sanitised before and after.</p> <p>All instruments should be wiped with disinfectant wipes (if appropriate) before returning it to the pupil.</p> <p>Harp/Double basses shared regularly for lessons should be sanitised between sessions using materials suitable to the instrument.</p> <p>If a tutor needs to demonstrate on the piano, the keys should be disinfected before and after playing</p>			<p>Schools</p> <p>Tutors/Pupils</p> <p>Wipes to be provided by EAMS</p> <p>Materials to be provided by the EAMS</p> <p>Wipes to be provided by the school</p>	Before first visit

<p>Drum tutors should have their own sticks for demonstration purposes. Drum kit stools and drums must be wiped down by the tutor between lessons.</p> <p>Any additional existing precautions already in operation should be added here and the risk rescore.</p>			
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Hazard	To Whom	Severity	Likelihood	Risk	
Airborne transmission during 1:1 or small group lessons	Tutor	3	2	6	
	Pupils	2	2	4	
Existing Precautions		Additional Precautions		Who	When
<p>All existing Risk Assessments to be adhered to.</p> <p>Adherence to all advice from the DE, NHS and Public Health Agency (PHA) Covid-19 Guidelines.</p> <p>At all times strict adherence to the maintenance of the current social distancing rule between all persons, must be observed.</p> <p>Group sizes should be appropriate for the space available.</p> <p>If the school has a plexiglass screen available, it can be used between pupil and tutor in singing, woodwind and brass lessons. If used, this should be sanitised between lessons. This does not negate the need for social distancing.</p> <p>Additional space will be needed for the teaching of some instruments:</p> <ul style="list-style-type: none"> ○ Woodwind: At least 2m from the end of the instrument and from the mouthpiece ○ Saxophone, Bass clarinet and Brass: At least 2m from the bell ○ Singers: At least 2m apart from tutor or each other <p>Positioning of pupils/tutors should be side to side or back to back, avoiding playing face to face.</p> <p>Rooms should be well ventilated at all times. Windows should remain open to aid with ventilation.</p>				School	Before first visit
				School/tutor	

<p>Any additional existing precautions already in operation should be added here and the risk rescored.</p>			
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Hazard	To Whom	Severity	Likelihood	Risk	
Surface transmission via sheet music during 1:1 or small group lessons	Tutor	3	1	3	
	Pupils	2	1	2	
Existing Precautions		Additional Precautions		Who	When
<p>All existing Risk Assessments and guidelines to be adhered to, including those from individual schools.</p> <p>Adherence to all advice from the DE, NHS and Public Health Agency (PHA) Covid-19 Guidelines</p> <p>Small group lessons should not breach school 'bubble' arrangements.</p> <p>Pupils must place their own music on their music stand. Tutors must avoid touching the student's music.</p> <p>Pupils must make any markings themselves, using a pencil they have brought to the lesson.</p> <p>If tutors are using their own music, pupils should avoid touching it.</p> <p>Tutors should sanitise hands before and after completing each practice book or alternatively ask students to fill in their own practice books.</p> <p>Any additional existing precautions already in operation should be added here and the risk rescored.</p>				School	Before first visit
				Tutors/Pupils	

EAMS Risk Assessment Whole Class Instrumental Lessons (Strings)

**During the first term musicianship-based activities are recommended,
with practical based activities commencing at a later date.**

Hazard	To Whom	Severity	Likelihood	Risk
Airborne transmission during whole class instrumental music (Strings)	Tutor	3	2	6
	Pupils	2	2	4
	School staff	3	2	6
Existing Precautions		Additional Precautions		Who
<p>All existing Risk Assessments and guidelines to be adhered to, including those from individual schools.</p> <p>Adherence to all advice from the DE, NHS and Public Health Agency (PHA) Covid-19 Guidelines.</p> <p>All participants should observe social distancing of at least 2m.</p> <p>Group sizes should be appropriate for the space available.</p> <p>Positioning of pupils/tutors should be side to side or back to back, avoiding playing face to face.</p> <p>The use of a face covering is recommended for tutors/staff.</p> <p>Rooms should be well ventilated at all times. Windows should remain open to aid with ventilation.</p> <p>Any additional existing precautions already in operation should be added here and the risk rescored.</p>				<p>Schools</p> <p>Face coverings to be provided by EAMS where appropriate</p>
				When
				Before first visit

Hazard	To Whom	Severity	Likelihood	Risk	
Surface transmission via touch surfaces when tuning/handling/playing during whole class instrumental music (Strings)	Tutor	3	1	3	
	Pupils	2	1	2	
	School staff	3	1	3	
Existing Precautions		Additional Precautions		Who	When
<p>All existing Risk Assessments and guidelines to be adhered to, including those from individual schools.</p> <p>Adherence to all advice from the DE, NHS and Public Health Agency (PHA) Covid-19 Guidelines.</p> <p>Before any session, tutors and pupils should wash their hands with soap and water</p> <p>Instruments that are regularly shared between groups should be sanitised between sessions</p> <p>If other equipment is used by more than one person (e.g. audio equipment), cleaning is required.</p> <p>See guidance below on distribution and collection of instruments.</p> <p>Tutors should use their own instrument for demonstration.</p> <p>If books are used, each pupil should have their own copy for the duration of the programme.</p> <p>Where possible, resources should be projected.</p>				Schools	Before first visit

<p>If instruments are stored together after the lesson they should be labelled to ensure that instruments are returned to the correct player.</p> <p>Instruments should be cleaned before being used by another group. Consideration must be taken of the material the instrument is made from. If the instrument will be damaged by soap and water or disinfectant wipes it should be stored for 72 hours before further handling.</p> <p>Any additional existing precautions already in operation should be added here and the risk rescored.</p>			
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EAMS Risk Assessment Whole Class Singing

**During the first term musicianship-based activities are recommended,
with practical based activities commencing at a later date.**

Hazard	To Whom	Severity	Likelihood	Risk
Airborne/ Surface transmission during Whole Class Singing	Tutor	3	2	6
	Pupils	2	2	4
	School staff	3	2	6
Existing Precautions		Additional Precautions	Who	When
<p>All existing Risk Assessments and guidelines to be adhered to, including those from individual schools.</p> <p>Adherence to all advice from the DE, NHS and Public Health Agency (PHA) Covid-19 Guidelines</p> <p>All participants should observe social distancing of at least 2m unless singing within their class bubble.</p> <p>Group sizes should be appropriate for the space available.</p> <p>Positioning of pupils/tutors should be side to side or back to back, avoiding singing face to face.</p> <p>The use of a face covering is recommended for tutors/staff.</p> <p>If a plexiglass screen is available, it can be used between teacher/tutor and pupil(s). If used, this should be sanitised between sessions. This does not negate the need for social distancing.</p> <p>Discourage loud singing in favour of quality sound in quiet singing, to generate fewer bioaerosols</p> <p>Extremes of diction (particularly plosives) should be avoided or discouraged</p>			School Face coverings/wipes to be provided by EAMS where appropriate School	Before first visit

<p>Words should be projected where possible. If music is required, pupils should retain their own copy of any music</p> <p>If other equipment is used by more than one person (e.g. audio equipment), cleaning is required.</p> <p>Rooms should be well ventilated at all times. Windows should remain open to aid with ventilation.</p> <p>Any additional existing precautions already in operation should be added here and the risk rescored.</p>			
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EAMS Risk Assessments

Whole Class Instrumental Lessons

(Wind & Brass)

**During the first term musicianship-based activities are recommended,
with practical based activities commencing at a later date.**

<p>Wind and brass instruments should never be shared, and cleaned thoroughly before and after use.</p> <p>Any additional existing precautions already in operation should be added here and the risk rescored.</p>			
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Hazard	To Whom	Severity	Likelihood	Risk	
Surface transmission during Whole Class Instrumental lessons (Wind & Brass)	Tutor	3	1	3	
	Pupils	2	1	2	
	Teachers	3	1	3	
Existing Precautions		Additional Precautions		Who	When
<p>All existing Risk Assessments and guidelines to be adhered to, including those from individual schools.</p> <p>Adherence to all advice from the DE, NHS and Public Health Agency (PHA) Covid-19 Guidelines</p> <p>Before any session, tutors and pupils should wash their hands with soap and water.</p> <p>Sharing instruments which are blown is not safe and is not permitted.</p> <p>If instruments are stored together after the lesson, they should be labelled to ensure that instruments/mouthpieces are returned to the correct player. EAMS staff should ensure instruments are returned to the correct case.</p> <p>Recorders should not be stored in boxes where the mouthpieces can touch unless they are in cases or have been cleaned in a dishwasher.</p> <p>Teachers/tutors should not play/handle students instruments, even to diagnose/correct a problem. Where this is unavoidable, ensure that both instrument and hands are sanitised before and after.</p> <p>If other equipment is used by more than one person (e.g. audio equipment), cleaning is required.</p>				Schools	Before first visit
				School	

Any additional existing precautions already in operation should be added here and the risk rescored.			
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EAMS Risk Assessment

Collecting and Reallocating Instruments

Instrument Hire

Hazard	To Whom	Severity	Likelihood	Risk	
Surface/Airborne transmission while delivering or collecting instruments	Tutor	3	1	3	
	Pupils	2	1	2	
	Staff	3	1	3	
Existing Precautions		Additional Precautions		Who	When
<p>All existing Risk Assessments and guidelines to be adhered to, including those from individual schools.</p> <p>Adherence to all advice from the DE, NHS and Public Health Agency (PHA) Covid-19 Guidelines</p> <p>If instruments are being delivered to a venue by the service or tutor, hands should be sanitised before and after touching instruments/surfaces.</p> <p>Instruments should be clearly labelled.</p> <p>If pupils are collecting instruments, they must ensure that they observe 2m social distancing and should not touch any instrument other than their own.</p> <p>Instruments returned to a Music Centre or school should not be touched for at least 72 hours. Schools should provide a space to store returned instruments until 72-hour period is over.</p> <p>Any additional existing precautions already in operation should be added here and the risk rescored.</p>				School	As required
				School	

EAMS Risk Assessment Ensembles

EA Music Service ensembles and other group activities are currently suspended until further guidance is available.

Hazard	To Whom	Severity	Likelihood	Risk
Airborne transmission during Ensemble Rehearsals	Conductors/tutors	3	2	6
	Pupils	2	2	4
	School staff	3	2	6
Existing Precautions		Additional Precautions		Who
<p>All existing Risk Assessments and guidelines to be adhered to, including those from individual schools/venues.</p> <p>Adherence to all advice from the DE, NHS and Public Health Agency (PHA) Covid-19 Guidelines.</p> <p>Conductor stands at least 3m from nearest player. More vulnerable people may consider a mask or a screen.</p> <p>Ensemble sizes should be appropriate for the space available and should remain in their distinct group during rehearsal sessions.</p> <p>2m social distancing must be in place for all players.</p> <p>Additional space will be needed for some instruments:</p> <ul style="list-style-type: none"> ○ Woodwind: At least 2m from the end of the instrument and from the mouthpiece ○ Saxophone, Bass clarinet and Brass: At least 2m from the bell ○ Singers: At least 2m apart from tutor or each other <p>Rooms should be well ventilated at all times. Windows should remain open to aid with ventilation.</p> <p>Any additional existing precautions already in operation should be added here and the risk rescored.</p>				Schools/venues
				Before first visit

EAMS Risk Assessment

Use of Computers/Tablets/Music Tech

Hazard	To Whom	Severity	Likelihood	Risk
Airborne/ surface transmission during class projects using music tech	Tutor	3	1	3
	Pupils	2	1	2
	School staff	3	1	3
Existing Precautions		Additional Precautions		Who
<p>All existing Risk Assessments and guidelines to be adhered to, including those from individual schools.</p> <p>Adherence to all advice from the DE, NHS and Public Health Agency (PHA) Covid-19 Guidelines</p> <p>One pupil per workstation/iPad</p> <p>Pupils will be instructed/assisted through the white board/projector ensuring that staff contact with iPads during the lesson is not required</p> <p>Equipment should be wiped down using disinfectant wipes by the staff member before the student returns to the equipment</p> <p>Keyboards, touch screens and charging ports to be wiped down before and after use with disinfectant wipes</p> <p>Residues to be wiped off with dry cloths</p> <p>Resources to be shared and distributed online or projected for group sessions</p> <p>Any additional existing precautions already in operation should be added here and the risk rescored.</p>				<p>School</p> <p>School</p> <p>School Tutor/teacher</p> <p>Cloths to be provided by school</p>
				Before first visit

Hazard	To Whom	Severity	Likelihood	Risk	
Airborne/Surface transmission when using microphones during class projects using music tech	Tutor	3	1	3	
	Pupils	2	1	2	
	School staff	3	1	3	
Existing Precautions		Additional Precautions		Who	When
<p>All existing Risk Assessments and guidelines to be adhered to, including those from individual schools.</p> <p>Adherence to all advice from the DE, NHS and Public Health Agency (PHA) Covid-19 Guidelines</p> <p>If microphones are to be used, they must only be used by one person and then disinfected between users if they are to be used within the next 72 hours.</p> <p>Pop shields, if used, should be cleaned/ changed before the next use.</p> <p>Any additional existing precautions already in operation should be added here and the risk rescored.</p>				<p>Schools</p> <p>School, unless the equipment is brought to the session by the tutor in which case EAMS will be responsible</p>	<p>Before first visit</p>

EAMS Risk Assessment SEN MUSIC

Hazard	To Whom	Severity	Likelihood	Risk	
Airborne/ Surface transmission during SEN class projects	Tutor	3	3	9	
	Pupils	4	2	8	
	Support Staff	3	3	9	
Existing Precautions		Additional Precautions		Who	When
<p>All existing Risk Assessments and guidelines to be adhered to, including those from individual schools.</p> <p>Adherence to all advice from the DE, NHS and Public Health Agency (PHA) Covid-19 Guidelines</p> <p>Close contact with students means that people will breathe high concentrations of bioaerosols even if the room is well ventilated. If visors are appropriate, they should be worn, and guidance sought on how to wear them appropriately.</p> <p>If a young person needs help dealing with a runny nose or excess saliva in lessons, the tutor should deal with it using tissues provided by the school and gloves provided by the school.</p> <p>If a young person needs physical support, tutors must follow school protocols and guidelines.</p> <p>All waste should be disposed of in a sealable plastic bag.</p> <p>Tutors may consider wearing a visor to protect themselves in these circumstances.</p> <p>Tutors should follow the school's individual protocols.</p> <p>Any handling and control surfaces should be cleaned between uses following guidance in the sections above.</p>				<p>School</p> <p>Visors supplied by the EAMS if appropriate for the setting</p> <p>School to provide tissues and a plastic bag for waste disposal</p> <p>EAMS to provide visors and school to provide gloves.</p>	Before first visit

<p>Instruments should be cleaned by the tutor between users following guidance in the sections above.</p>			
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<p>Any additional existing precautions already in operation should be added here and the risk rescored.</p>			
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Risk Assessment Matrix

X	1	2	3	4
1	1 Insignificant/ Trivial	2 Low/ Trivial	3 Tolerable	4 Tolerable
2	2 Low/ Tolerable	4 Low/ Tolerable	6 Medium/ Substantial	8 Medium/ Substantial
3	3 Low/ Tolerable	6 Medium/ Substantial	9 Medium/ Substantial	12 High/ Intolerable
4	4 Low/ Tolerable	8 Medium/ Substantial	12 High/ Intolerable	16 High/ Intolerable

Risk Level Description	Numerical Value
High – Intolerable. Immediate action required. Activity should be stopped until control measures can be implemented to reduce risk	12 - 16
Medium – Substantial. Activity can proceed, but with caution, ensuring control measures are maintained. Efforts should be made to control/reduce the risk.	6 - 9
Low – Tolerable. Activity can proceed. Control measures must be monitored and reviewed as required to ensure they remain suitable and sufficient.	2 - 4
Insignificant – Trivial. Monitor activity/task for future changes that would increase the risk	1