

# Music Unlocked

## Guidance for Schools



**Updated 23/08/2021**

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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 [guidance from Music Mark](#), the former Federation of UK Music Services and more recently [DE Education Guidance for Schools](#). Please note that all activities are dependent on being permissible under any government restrictions, and subject to advice from PHA.

*[23/08/2021: Indoor instrumental and vocal lessons may now resume for all pupils with appropriate mitigations in place, including singing in the classroom and ensemble rehearsals. Social distancing remains a key aspect of measures to be taken in school to mitigate the risk of virus transmission, together with the use of larger spaces with good ventilation and appropriate hand hygiene.]*

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-19; they can teach in multiple schools and across classes with mitigations (a COVID-19 Code of Practice for EA Music Service staff accompanies this document).

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:

- social distancing guidelines;
- 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 are following the [DE Education Guidance for Schools](#)

## **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.

### **Peripatetic instrumental and vocal lessons**

Individual and small group lessons should be held in rooms that can be ventilated well. Minimum recommended social distancing must be maintained, and groups may have to be resized to fit into the teaching room to maintain social distancing.

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 below 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. 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 and water keys should not be vented directly onto the floor. Newspaper, paper towels or puppy pads could be used to soak up water. 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.

## Singing and choirs

School choirs can take place in a well-ventilated room but 2m distancing should 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. A practical approach is to limit rehearsal time to a maximum of 40 minutes and then ventilate the empty room for at least 15 minutes.

Singing within classes does not require pupils to observe social distancing, however for school choir rehearsals where pupils attend from multiple classes, all participants should observe distancing of at least 2m.

When singing outdoors be aware of wind direction for both the singers and the leader. If singing indoors, ventilation should be increased by keeping doors and windows open.

The teacher/leader should remain at least 2m from the nearest singer. Any accompanist should be 3m from the nearest singer. A plexiglass screen should also be considered where practical.

Be cautious of fans and systems that just recirculate stale air: it is probably safer to leave such systems off. If air filtration is used, only regularly replaced HEPA filters can be relied upon.

## 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

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

All instruments present some 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.

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.

For primary school percussion trolleys, good hand hygiene is essential along with the use of disinfectant sprays/wipes between uses. Instruments might be allocated to classes or even individual pupils. Schools will need to respond according to their stocks, circumstances and needs.

Knobs, buttons, sliders etc on ICT equipment, amplifiers, CD/MP3 players and so forth should be wiped with disinfectant 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.

## Live music performances

The NI Executive has permitted the resumption of live music performances across a wide variety of indoor venues with an audience present; this includes schools and educational settings.

It is essential that schools are vigilant in relation to the need to ensure all possible mitigating measures are in place to reduce the risk of virus transmission. Performers, including ensembles and choirs, should follow the guidance and risk assessments contained in this document. For audiences, social distancing of 2m must be maintained between different households, and also between audience and performers. Audience members should wear face coverings unless they have a [reasonable excuse](#) not to. Performances should be ticket only in order to control attendance numbers, and the provision of hospitality such as tea/coffee should be avoided to minimise mixing of audience members before and after the event.

Schools should also follow the Executive's [guidance on indoor gatherings](#).

## 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. Following social distancing guidelines and ensuring good hand hygiene helps mitigate against the risks of virus transmission.

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.

### **EAMS will:**

- ensure that EAMS Tutors do not attend school if they exhibit [COVID-19 symptoms](#) or have been asked to [self-isolate](#). A line manager/office will notify schools in accordance with EAMS guidance.
- ensure that the EAMS Tutor follows current EA and PHA procedures 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 working arrangements in each school.
- 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.
- In addition, within post-primary schools, a face covering must also be worn in the teaching room unless demonstrating a wind instrument or singing.
- 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 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.



- 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.**

### **Schools must:**

- provide a teaching environment appropriate to the group size and EAMS guidance
- 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.
- 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.
- adhere to their school's policy on face coverings, unless playing a wind instrument or singing.
- 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><b>All existing Risk Assessments and guidelines to be adhered to, including those from individual schools.</b></p> <p><b>Adherence to all advice from the DE, NHS and Public Health Agency (PHA) Covid-19 Guidelines.</b></p> <p>If you display any of the Covid-19 symptoms such as:</p> <ul style="list-style-type: none"> <li>• a high temperature;</li> <li>• a new continuous cough;</li> <li>• a loss or change to your sense of smell or taste.</li> </ul> <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>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>				School	Before first visit

<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. In addition, within post-primary schools, a face covering must also be worn in the teaching room unless demonstrating a wind instrument or singing.</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>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>EAMS to provide face coverings where necessary</p>	
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<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> <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><b>All existing Risk Assessments and guidelines to be adhered to, including those from individual schools.</b></p> <p><b>Adherence to all advice from the DE, NHS and Public Health Agency (PHA) Covid-19 Guidelines.</b></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"> <li>• Where is assembly point?</li> <li>• What is the expected route to assembly point?</li> </ul> <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><b>All existing Risk Assessments and guidelines to be adhered to, including those from individual schools.</b></p> <p><b>Adherence to all advice from the DE, NHS and Public Health Agency (PHA) Covid-19 Guidelines.</b></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
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"> <li>○ Woodwind: At least 2m from the end of the instrument and from the mouthpiece</li> <li>○ Saxophone, Bass clarinet and Brass: At least 2m from the bell</li> <li>○ Singers: At least 2m apart from tutor or each other</li> </ul> <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.





<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
Surface transmission via instruments during 1:1 or small group lessons	Tutor	3	2	6
	Pupils	2	2	4
Existing Precautions		Additional Precautions		Who
<p><b>All existing Risk Assessments and guidelines to be adhered to, including those from individual schools.</b></p> <p><b>Adherence to all advice from the DE, NHS and Public Health Agency (PHA) Covid-19 Guidelines.</b></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>			
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<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><b>All existing Risk Assessments to be adhered to.</b></p> <p><b>Adherence to all advice from the DE, NHS and Public Health Agency (PHA) Covid-19 Guidelines.</b></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"> <li>○ Woodwind: At least 2m from the end of the instrument and from the mouthpiece</li> <li>○ Saxophone, Bass clarinet and Brass: At least 2m from the bell</li> <li>○ Singers: At least 2m apart from tutor or each other</li> </ul> <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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# **EAMS Risk Assessment**

## **Whole Class Instrumental Lessons (Strings)**

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	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>Group sizes should be appropriate for the space available.</p> <p>Conductor should maintain at least 2m social distance.</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 required for tutors/staff, and for post-primary pupils.</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>	<p>Before first visit</p>

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><b>All existing Risk Assessments and guidelines to be adhered to, including those from individual schools.</b></p> <p><b>Adherence to all advice from the DE, NHS and Public Health Agency (PHA) Covid-19 Guidelines.</b></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 instruments are stored together after the lesson they should be labelled to ensure that instruments are returned to the correct player.</p>				Schools	Before first visit

<p>Instruments should be cleaned before being used by another group. Consideration must be taken of the material the instrument is made from.</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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# **EAMS Risk Assessment**

## **Whole Class Singing**





<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> <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)

Hazard	To Whom	Severity	Likelihood	Risk	
Airborne transmission during Whole Class Instrumental lessons (Wind & Brass)	Tutor	3	2	6	
	Pupils	2	2	4	
	School staff	3	2	6	
Existing Precautions		Additional Precautions		Who	When
<p><b>All existing Risk Assessments and guidelines to be adhered to, including those from individual schools.</b></p> <p><b>Adherence to all advice from the DE, NHS and Public Health Agency (PHA) Covid-19 Guidelines.</b></p> <p>Group sizes should be appropriate for the space available.</p> <p>Conductor should maintain at least 2m social distance.</p> <p>Positioning of pupils/tutors should be side to side or back-to-back, avoiding playing face to face.</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>Additional space will be needed for the teaching of some instruments:</p> <ul style="list-style-type: none"> <li>○ Woodwind: At least 2m from the end of the instrument and from the mouthpiece</li> <li>○ Saxophone, Bass clarinet and Brass: At least 2m from the bell</li> </ul> <p>Rooms should be well ventilated at all times. Windows should remain open to aid with ventilation.</p>				Schools	Before first visit
				School/tutor	

<p>Wind and brass instruments should never be shared, and should be cleaned thoroughly before and after use.</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 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><b>All existing Risk Assessments and guidelines to be adhered to, including those from individual schools.</b></p> <p><b>Adherence to all advice from the DE, NHS and Public Health Agency (PHA) Covid-19 Guidelines</b></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	

<p>Any additional existing precautions already in operation should be added here and the risk rescored.</p>			
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# **EAMS Risk Assessment**

**Collecting and Reallocating Instruments  
Instrument Hire**





# **EAMS Risk Assessment**

## **Ensembles**

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><b>All existing Risk Assessments and guidelines to be adhered to, including those from individual schools/venues.</b></p> <p><b>Adherence to all advice from the DE, NHS and Public Health Agency (PHA) Covid-19 Guidelines.</b></p> <p>Conductor stands at least 3m from nearest player.</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"> <li>○ Woodwind: At least 2m from the end of the instrument and from the mouthpiece</li> <li>○ Saxophone, Bass clarinet and Brass: At least 2m from the bell</li> <li>○ Singers: At least 2m apart from tutor or each other</li> </ul> <p>If a plexiglass screen is available, it can be used between pupils. If used, this should be sanitised between sessions. This does not negate the need for social distancing.</p> <p>Rooms should be well ventilated at all times. Windows should remain open to aid with ventilation.</p>				Schools/venues
				Before first visit

Any additional existing precautions already in operation should be added here and the risk rescored.			
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# **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><b>All existing Risk Assessments and guidelines to be adhered to, including those from individual schools.</b></p> <p><b>Adherence to all advice from the DE, NHS and Public Health Agency (PHA) Covid-19 Guidelines</b></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>	<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><b>Adherence to all advice from the DE, NHS and Public Health Agency (PHA) Covid-19 Guidelines</b></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 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>Instruments should be cleaned by the tutor between users following guidance in the sections above.</p> <p>Any additional existing precautions already in operation should be added here and the risk rescored.</p>			<p>School</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>	<p>Before first visit</p>

## RISK ASSESSMENT MATRIX

X	1	2	3	4
1	1 Insignificant/ Trivial	2 Low/ Tolerable	3 Low/ Tolerable	4 Low/ 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

