

# Education Resources General Risk Assessment

<b>Assessment Title</b>	<b>Minimising Covid-19 Exposure – Instrumental Music Service in Schools</b>	<b>Generic</b> <input checked="" type="checkbox"/> <b>Specific</b> <input type="checkbox"/>
<b>Scope of Assessment</b>	1. Headteachers and other senior managers working in schools and other educational settings 2. Employees returning to school settings 3. Pupils returning to school settings	<b>Reference</b> ERIMS 03/09-1
		<b>N° Affected</b> various

**Persons:** Employee  Service User  Contractor  Visitor  Young Person  Public  **Frequency:**  Monthly  Weekly  Daily  Hourly  Occasionally

<b>RISK COLOUR CODE/ SCORE</b>	<b>LOW RISK</b> ✓	<b>MEDIUM RISK</b>	<b>HIGH RISK</b>	<b>VERY HIGH RISK</b>
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<i>Aide Memoir</i> ✓ - present and considered, X considered not to be present																											
		Machinery		x		Slip / Trip / Fall		x		Traffic / Driving		✓		Dangerous Substances		✓											
Hygiene		✓		Workplace		✓		Handling / Lifting		x		Environment		✓		Access Equipment		x		Electricity		x		Moving / Falling Objects		x	
Temperature		x		Fire / Explosion		x		Pressure System		x		Weather		x		DSE / Ergonomics		x		Violence		x		Tools / Work Equipment		x	
Work at Height		x		Noise / Vibration		x		Other (s) (note)				Note:															

Hazard/ Concerns	Risk Rating	Control Measures	Residual Risk Rating	Further Action Required
<b>Exposure to Covid-19 infection as a result of direct or close contact with others</b>	<b>16</b> Very High	<ul style="list-style-type: none"> <li>Two metre physical distancing between adults should be maintained.</li> <li>Two metre distancing between adults and children should be maintained.(recognised not always possible e.g. early years or ASN)</li> <li>In secondary schools encourage physical distancing or physical contact as much as possible between young people, particularly in the senior phase.</li> <li>Avoid assemblies or other typically large gatherings.</li> <li>Keep instrumental lesson groups as small as possible with a maximum of 4 in a group</li> <li>Wherever possible in primary schools, keep children and young people within the same groups for the duration of the school day with the same teacher and support assistants.</li> <li>Pupils moving through school to access instrumental lesson should do so after the bell to limit additional movement at the change of period</li> </ul>	<b>4</b> Low	

- In secondary, consider keeping groupings together during the day via alternative timetabling, during lunch sittings and encourage distancing particularly in the senior phase. Consider e.g. possible soft changeovers and creative timetabling e.g. double periods or teachers moving rather than learners
- Adults in educational establishments do not need to wear face coverings as two metre distancing should be maintained, however may decide to opt to do so through personal choice.
- There may be occasions where this is not possible. Where adults cannot maintain a two metre distance, are interacting face to face for 15 minutes or more, face coverings should be worn.
- Introduce a flexible approach to the physical reconfiguration of teaching and non-teaching areas, taking account of hygiene, staffing, supervision and individual learner and staff needs.
- Seating, music stand, piano/keyboard, drum kit, tuned percussion, guitars, amplifiers, and any other musical equipment should be safely spaced to promote physical distancing.
- Seating, desks and other heavy traffic work areas e.g. copier rooms should be safely spaced to promote physical distancing.
- Musical instruments brought from home should be stored in the instrument store cupboard and handled only by the pupil concerned. For any other use the instrument should be cleaned before and after each use. Pupils should deposit instrument before the start of the school day and collect at the end of the school day.
- Decrease physical interactions generally by looking at staff and pupil movement throughout the establishment.
- Instrumental music teacher will be assigned to one room only reducing the requirement to move around the music department
- Pupil timetable for instrumental lesson will be posted on Google Classroom reducing requirement for pupil to visit music department for information
- Consider one-way or keep left systems, staggered breaks and starts.
- Access classrooms directly from outside where possible.

- Encourage staggered use of staffrooms, break areas and offices to limit occupancy at any one time. Encourage cleaning items after each use including cooking equipment, crockery and cutlery.
- Reduce the need for touching and sharing of resources where possible. Eg. Avoid touching of music stand, encourage pupils to bring their own beaters/drum sticks
- Shared instruments/equipment such as music stand, piano/keyboard, drum kit, tuned percussion, guitars, amplifiers, and any other musical equipment will be cleaned between use
- Woodwind, brass and voice cannot be performed in school by teacher or pupil. Woodwind and brass instruments may be brought to lesson for finger/posture demonstration but must not be played. Lessons will be delivered using pre-recorded performance uploaded to Google Classroom prior to the lesson
- No sharing of food and drinks including milk
- Maximise outdoor space throughout the day ensuring those with complex needs or disabilities are not disadvantaged and hygiene arrangements are in place for shared equipment.
- Consider integrated procedures and guidance for pupils leaving and returning to school e.g. lunchtime
- Encourage parents to consider the most appropriate travel arrangements including, as far as it is safe to do so, walking, cycling and scootering to help reduce unnecessary travel on buses or public transport.
- Ensure that transport providers, including those via SPT, are following all necessary government and industry advice to reduce risk.
- Instruments brought to school for repair should be left in the music store cupboard in quarantine for 72 hours before any work is carried out on them
- All repairs undertaken should adhere to hygiene measures
- Any works, repairs or maintenance carried out within the establishment should adhere to physical distancing and hygiene measures.

- Recognise concerns raised by members of the BAME community including supporting individual requests for additional protections in discussion with staff, pupils and families.
- Given current low levels of transmission in Scotland, those previously shielding are now following the same advice as the general population. Arrangements should be put in place for individual circumstances (such as those with underlying health conditions) in line with any specific clinical advice and assessment of risk, particularly where physical distancing cannot always be maintained. Staff should use the South Lanarkshire Council Self-Assessment form to help inform discussion with line managers on these issues.
- Floor markings, signage and posters to be used to keep employees informed on things like maximum room capacity and direction of travel.
- Designate a well ventilated room as an isolation space for anyone showing symptoms of infection.
- Limit face to face meetings indoors and adhere to the identified capacity of meeting rooms, staff rooms and areas bases.
- Working from home may still be applicable.
- Home working for IMT's will be applicable/supported to deliver 'live' Google Meet lessons in the event of insufficient school Wifi signal
- Contractors, parents and visitors to be kept to a minimum.
- Staff have clear advice on dealing with enquiries from the public.
- Provide all necessary support to those requiring it to follow these measures e.g. for those with visual impairment or limited mobility.
- Staff and pupil movement between establishments including peripatetic / supply staff should be kept to a minimum. IMT's undertaking employment out with South Lanarkshire Council will adhere strictly to 2 metre social distancing with staff and pupils.
- IMT's movement between schools will be limited to 2 schools per week until further guidance is issued by South Lanarkshire Council – this arrangement will be reviewed continually
- The first aid box should have supplies such as PPE to allow for enhanced protection where required.

<b>Additional Local Concerns</b> To be completed by assessor				
<b>Exposure to Covid-19 infection as a result of poor personal hygiene</b>	12 High	<ul style="list-style-type: none"> <li>• Ensure that all staff, pupils and visitors are aware of the high importance of frequent and thorough handwashing / sanitising.</li> <li>• Ensure that all staff and pupils frequently wash their hands with soap and water for 20 seconds and dry thoroughly.</li> <li>• Ensure that sufficient handwashing / sanitising facilities are available.</li> <li>• Ensure that all staff and pupils clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing.</li> <li>• Ensure that all staff and pupils use a tissue or elbow to cough or sneeze and use lidded bins for tissue waste cleaning hands afterwards.</li> <li>• Ensure that help is available for staff and pupils who may require assistance in accessing hygiene facilities.</li> <li>• Anti-viral cleaning materials provided for regular personal use at computer keyboards, photocopiers and telephones.</li> <li>• Ensure that all staff and pupils are encouraged not to touch their face.</li> <li>• Ensure that help is available for children and young people who have trouble cleaning their hands independently.</li> <li>• Consider how to encourage young children to learn and practise these habits through games (no outward singing).</li> <li>• No singing to be used as a method of teaching during instrumental music lesson</li> <li>• The majority of staff in education settings will not require PPE beyond what they would normally need when supporting children and young people in their care, even if they are not always able to maintain a distance of two metres from others. PPE will be provided but is only required in a very small number of cases including:             <ul style="list-style-type: none"> <li>✓ Where adults cannot maintain a two metre distance and are interacting face to face for 15 minutes or more</li> <li>✓ Work with children and young people whose care routinely already involves the use of PPE due to their intimate care needs</li> <li>✓ Where a child, young person or other learner becomes unwell with symptoms of coronavirus and a distance of 2 metres in the designated</li> </ul> </li> </ul>	4 Low	

		<p>area prior to parent collection cannot be maintained or there is risk of splashing from a cough, spit or vomit.</p> <p>✓ Any other task that would routinely involve PPE e.g. providing first aid</p> <ul style="list-style-type: none"> <li>• Ensure government / public health advice is followed for any member of staff, pupil or visitor showing symptoms of infection.</li> <li>• Water dispensers can be used with care and those doing so should sanitise their hands before and after use. To reduce usage, staff and pupils should bring their own filled bottle each day which can be topped up during the day if required. Direct access by primary aged children should be avoided. Supervision may be necessary.</li> </ul>		
<p><b>Additional Local Concerns</b> To be completed by assessor</p>				
<p><b>Increased risk of exposure to Covid-19 as a result of poor environmental hygiene</b></p>	<p>12 High</p>	<ul style="list-style-type: none"> <li>▪ Prior to staff and pupils returning, a clean will take place in all areas including the use of electrostatic spraying.</li> <li>▪ Drum kit, tuned percussion, piano/keyboard, amplifier, music stand, guitar, beaters to be wiped down/ electrostatically sprayed as appropriate between use</li> <li>▪ An enhanced cleaning regime will be in place including an increased focus on high intensity touchpoints such as door furniture (push plates, handles), wall furniture (light switches, sockets) and sanitary ware to ensure those spaces are sanitised more regularly.</li> <li>▪ All areas will be electrostatically sprayed weekly with a protective covering.</li> <li>▪ A Start Back kit will be provided to all establishments including disposable gloves, tissues, towel and soap dispensers, anti-viral cleaning materials and aprons.</li> <li>▪ Introduce a clear desk policy and remove unnecessary items from classrooms and work areas to ensure all areas are more easily cleaned</li> <li>▪ Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).</li> <li>▪ Limit the use of shared resources, including those usually taken home. Keep bags off desks and worktops. Any shared materials and surfaces should be cleaned more frequently.</li> </ul>	<p>4 Low</p>	

		<ul style="list-style-type: none"> <li>▪ Music resources will be shared on Google Classroom/drive limiting the sharing of paper/music books.</li> <li>▪ Music books returned to school should be placed in quarantine for 72 hours before use</li> <li>▪ Anti-viral sanitising cleaning materials will be provided for regular use at computer keyboards, photocopiers and telephones and musical instruments/equipment.</li> <li>▪ Lidded bins for tissues are emptied throughout the day.</li> <li>▪ Where safe to do so it is good practice to keep windows and doors open to increase natural ventilation and reduce contact with door handles. Internal fire doors should never be held open (unless assessed and provided with appropriate hold open and self-closing mechanisms which respond to the actuation of the fire alarm system).</li> <li>▪ Although Health Protection Scotland regard this as a non-airborne virus we have taken the following industry guidance from REHVA (European Collaboration Network): <ul style="list-style-type: none"> <li>○ Ventilation Systems bring air into and extract air out of buildings and therefore should remain active – these have been switched on 24/7.</li> <li>○ Where air conditioning units cannot be fully fresh air intake these will be switched off.</li> <li>○ The opening windows or doors in these areas (except fire doors) should be used to regulate heat alongside the ventilation system.</li> <li>○ Server rooms will remain on as no personnel occupy these spaces.</li> </ul> </li> <li>▪ Consider regular meetings with cleaning staff to confirm cleaning regimes, adjust as necessary to take account of high traffic or problem areas and ensure that levels of supplies are maintained.</li> <li>▪ If a pupil, member of staff or visitor has been confirmed as being tested positive for COVID-19 - the Facilities Officer will immediately arrange an electrostatic spray of the entire premise. The product used will decontaminate within minutes.</li> </ul>		
<p><b>Additional Local Concerns</b> To be completed by assessor</p>				

<p><b>Increased risk of exposure to Covid-19 and its effects as a result of poor communication</b></p>	<p>12 High</p>	<ul style="list-style-type: none"> <li>• All staff are aware of, and have access to, the full range of Corporate guidance on managing risks associated with Covid-19 including Education Resources Safe System of Work – Covid-19 Working Safely in Educational Establishments.</li> <li>• All staff have been briefed on new working arrangements and understand the role they have to play.</li> <li>• All staff have the opportunity to discuss new working arrangements on an ongoing basis and are aware of how to report concerns.</li> <li>• Zero tolerance of symptoms should be in place and staff will follow strict compliance with current Government guidance in relation to Test and Protect and restrictions on movement.</li> <li>• Staff understand Covid-19 infection symptoms and what to look out for.</li> <li>• All visitors including parents, contractors and suppliers are advised not to enter the premise unless previous agreed by the management team.</li> <li>• Contractors and suppliers are aware of local protocols for entering the premises and safe use of facilities such as toilets.</li> <li>• The establishment provides regular, timely and clear communication about the approach they are taking to recovery</li> <li>• All children and young people and parents are aware of the new arrangements and controls within and their responsibility in taking these forward.</li> <li>• Consider parental surveys/communications to encourage walking, cycling, scootering, park and stride and remind parents of responsible parking, drop off and pick up.</li> <li>• The establishment has arrangements for good quality dialogue with pupils about the new measures and any changes.</li> <li>• The establishment will ensure its approach co-ordinates with wider easing arrangements nationally and locally to help promote a coherent feel to provision of services and will consider designating a member of management staff to act as a 'Covid Officer' to help take this forward. Regular meetings required to ensure risk mitigation actions remain in place and resolve any issues arising.</li> </ul>	<p>4 Low</p>	
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		<ul style="list-style-type: none"> <li>The establishment will inform all staff and follow all instructions in relation to the following national programmes available to all establishments within South Lanarkshire : <ul style="list-style-type: none"> <li>✓ Test and Protect programme</li> <li>✓ Fast access to Covid-19 testing for staff and pupils</li> <li>✓ Enhanced surveillance programme for schools and nurseries</li> </ul> </li> </ul>		
<b>Additional Local Concerns</b> To be completed by assessor				
<b>Increased risks due to long term closure of the building</b>	12 High	<ul style="list-style-type: none"> <li>Property inspection arrangements will continue prior to schools and nurseries returning in August including required checks such as water, utilities, lifting equipment and fire controls.</li> </ul>	4 Low	
<b>Additional Local Concerns</b> To be completed by assessor				
<b>Additional Risk Areas</b>	12 High	<ul style="list-style-type: none"> <li>Consider Personal Risk Assessments for those employees deemed clinically vulnerable by NHS.</li> <li>Review existing Fire Evacuation Plans including PEEPs</li> <li>Review existing risk assessments and safe systems of work for practical subject areas in secondary taking account of the controls above.</li> <li>Review existing Health Care Plans, risk assessments and Behaviour Assessment and Support Plans (BASPs) for children with more complex needs taking account of the controls above.</li> <li>Ensure that staff are fully aware of the wellbeing supports available to them including those via South Lanarkshire Council's Employee Assistance Scheme,.</li> <li>Consider new guidance on supporting the mental health and wellbeing of children and young people.</li> <li>Staff should also review all Wellbeing curricular supports available to them including Scottish Government and Education Scotland Guidance and SLC related resources including Promoting Positive Relationships and Understanding Distressed Behaviour, Attachment Theory and Practice,</li> </ul>	4 Low	

		Education Operating Procedure A30 - Supporting those involved in Violent Incidents and Autistic Spectrum Disorder (ASD Consultation).		
<b>Additional Local Concerns</b> To be completed by assessor				

Supplementary recording sheet used? Yes  No  Number of sheets used: \_\_\_\_\_

**Note on Manager Actions:**

Heads and Managers should use this assessment to cover general and local matters specific to their establishment. This local information can be added above to create an overall action plan to help ensure everyone understands what is required of them and how they can best protect themselves and others.

**You should review this document in partnership with staff and their representatives, adapt as necessary for your establishment, sign off and share with all persons involved. It is good practice to review these arrangements on an ongoing and regular basis with your team.**

<b>Specific Additional Guidance/Notes:</b>		
<ul style="list-style-type: none"> <li>Ed Res Covid_19 Pupils Returning Safe System of Work</li> <li>Current public health approach on clinical vulnerabilities</li> <li>Government direction and guidance on required action available from <a href="http://www.gov.scot/coronavirus-covid-19/">www.gov.scot/coronavirus-covid-19/</a></li> </ul>		
<b>Further Actions/Recommendations</b>	<b>Timescales</b>	<b>Responsible Person</b>
<b>Standard Actions</b>		
Provision of Information, Instruction and Training		

<b>Risk Matrix.</b>					
Use the matrix below to give a general evaluation of risk, based on the <b>most likely</b> outcome.					
<b>Almost Certain</b> (90% - 100%)	5	10	15	20	25
<b>Likely, only to be expected</b> (65 - 88%)	4	8	12	16	20
<b>Probable, not surprising</b> (40 - 64%)	3	6	9	12	15
<b>Unlikely</b> (10 - 39%)	2	4	6	8	10
<b>Rare</b> (0 - 9%)	1	2	3	4	5 **
Likelihood	<b>Insignificant</b> (scratch, minor)	<b>Minor</b> (Lacerations/sprain strains, mild health effects)	<b>Moderate</b> (Minor bone break, temporary minor illness/eye injury)	<b>Major</b> (break of major bone, loss of digit, minor illness, electric shock loss of limb/eye, serious)	<b>Catastrophic</b> (Fatality)

Passing on the details to others within SLC, partners or contractors		
Preparation of Safety System of Work		
Commissioning other specialist risk assessments (please list relevant ones)	1)	
	2)	
	3)	

Consequence					
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Low		Medium		High		Very High	
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\*\* If a fatality is being considered as the principal potential outcome, discussion should take place with the H&S team

<b>Risk Assessor(s):</b>		<b>Manager Name:</b>	<b>Date:</b>
<b>Reviewer:</b>			
<b>Signature(s)</b>	<b>Date:</b>	<b>Signed:</b>	