

Risk Assessment and Risk Management Record

School/Youth Group Gwladys Street Primary and Nursery

Learning Activity Music throughout the school

Group Leader Mrs Quantick

Other Staff All Teacher and Teaching Assistants

This Risk Assessment is based on advice and guidance published by the Government and the Department of Education on 2nd July 2020

This Risk Assessment is not an exhaustive list and therefore common sense should be used at all times during the COVID-19 pandemic

Please also read alongside this document Safer Working Practices and Covid-19 Appendix which can be found <https://www.gov.uk/guidance/safer-public-places-urban-centres-and-green-spaces-covid-19/7-appendix>

Amendments will be written in red alongside each section to ensure that the policy is read fully.

IDENTIFYING AND ASSESSING THE RISKS	RISK LEVEL	CONTROLS FOR MANAGING THE RISKS	REMAINING RISK
	High/Medium/Low		
Handling instruments - risk of injury from objects that may be heavy or have sharp edges.	Low	1. Check instruments have been assessed and is non-flammable and have been purchased from a reputable place. 2. Instruments will be clean and in good order. Resources to be kept within bubbles and NOT shared.	

		<p>Any resources needing shared will need to be cleaned using the appropriate cleaning products supplied.</p> <p>Equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <ol style="list-style-type: none">3. Inform Music co-ordinator of any broken instruments and dispose of them appropriately.4. Teacher to explain and model how to handle instruments correctly.5. Teacher to handle instruments if children cannot handle them safely. Teacher will distribute instruments and children to all have their own instrument and ONLY use that instrument.6. Children not to walk around classroom holding instruments, they are to be held whilst sitting at a table with two hands. (During continuous provision, EYFS staff to monitor and observe children's handling and use of the available instruments. In KS1 and KS2, if children are required to move around the classroom holding the instruments, staff are to closely monitor and supervise the children.) <p>Children will need to be sat at their table and only raise their hand when needing teacher support.</p>	
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		<ol style="list-style-type: none"> 7. Children supervised when handling instruments. <i>Hands to be washed before and after use of handling instruments.</i> 8. Children reminded not to put instruments in mouths, ears or up nose. <i>If this happens, items to be cleaned immediately and placed away from the group for a 48 hour period (72 hours if plastic)</i> 9. Any injuries to be treated by a first aider and parents informed. 10. All instruments collected after completion of activity and returned to allocated storage box/area. <i>If resources are needed from the cupboard, they are to be taken to the classroom. Once used, cleaned (follow guidance above) and stored within the classroom or outside in Year group area for the time period mentioned above. Once time has lapsed, items can be returned.</i> 11. <i>Music played within classrooms at a low minimum and singing kept to a minimum level to avoid projecting and raising of voices.</i> 	
<p>Music tutoring or activities by staff/ companies not employed by the school</p>	<p>Low</p>	<ul style="list-style-type: none"> • Staff to provide school with appropriate paperwork for working with children. • Companies to provide their own risk assessments. • <i>Class ensemble to take place in the hall where greater scope for social distancing can be adhered to.</i> 	

		<ul style="list-style-type: none"> • Instruments for group sessions to be stored in school and cleaned thoroughly before and after use. Time to be given to do this. • Group instruments not to be shared. • A time limit of 30 mins for sessions to allow time for appropriate cleaning measures. • Teacher to support sessions to support with resource management and cleaning of instruments. • Screen and laptop sanitised before tutor use. • Instrument maintenance and establishing safe routines and practices will take place prior to any delivery (usually the first week of timetabled activity) and tutors will support teachers on practical measures for safe practice. • Risk assessments MUST be passed to EVC or SLT to be checked and copies stored. 	
Educational visits - risk of injury.	Low	<ol style="list-style-type: none"> 1. Previsit to be undertaken before educational visits. 2. Risk assessments to be completed for educational visits as school policy state. 3. Risk assessments to be completed and given to EVC before visit to be checked. 4. If available, risk assessment from venue to be read and given to EVC before visit. 	

Form Completion Date:

12.7.2020 in accordance with Covid-19 measures.

Head of Establishment / EVC:

Miss Booth/ Mr Wolstencroft- Moore

Group Leader (Signature)

Mrs Quantick

Points the Group Leader or team to be aware of