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| **Activity/**  **Situation** | | | **MUSIC, DANCE and DRAMA DURING PANDEMIC**  **This risk assessment must be read in conjunction with the FULL OPENING OF SCHOOL DURING COVID-19 PANDEMIC FROM 8th MARCH risk assessment** | | | | | | | | | | | | | | |
| **Location** | | | **HILL TOP ACADEMY** | | | | | | | | | | | | | | |
| **Persons at Risk** | | | **Pupils** | | **Employees** | | | | **Visitors** | | | **Contractors** | | | | | |
| **HAZARD(S)** | | | ***Note:*** *this list is not exhaustive and* ***must*** *be adapted for your own needs*   * **Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed** * **Cumulative Aerosol Transmission** * **Shared Resources** * **Inadequate Hand Washing/Personal Hygiene** | | | | | | | | | | | | | | |
| **CONTROL MEASURES** | | | | | | | **ADDITIONAL INFORMATION** | | | | **YES** | | **NO** | | | **N/A** | |
| ***Note:*** *you* ***must*** *amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.* | | | | | | | | | | | | | | | | | |
| **Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed** | | | | | | | | | | | | | | | | | |
| Adults maintain a 2 metre distance from each other, and from children | | | | | | | *All adults are fully aware of the 2m distance rule* | | | |  | |  | | |  | |
| Individual lessons in music, dance and drama can resume in schools | | | | | | | Not running in the Academy at present | | | |  | |  | | |  | |
| During 1-2-1 lessons 2 metres social distancing between pupil and teacher is maintained | | | | | | | *All adults are fully aware of the 2m distance rule* | | | |  | |  | | |  | |
| Particular care is taken in music, dance and drama lessons to observe social distancing where possible | | | | | | | This may limit group activity in these subjects in terms of numbers in each group. It will also prevent physical correction by teachers and contact between pupils in dance and drama | | | |  | |  | | |  | |
| Where it is necessary to use peripatetic teachers, those individuals will be expected to comply with the school’s arrangements for managing and minimising risk, including taking particular care to minimise contact and maintain as much distance as possible from other staff | | | | | | | *No peripatetic teachers are booked at present.*  *Any visitors are fully briefed on Academy covid safe procedures when entering the Academy* | | | |  | |  | | |  | |
| If a teacher is operating on a peripatetic basis, and operating across multiple groups or individuals, it is important that they do not attend a lesson if they are unwell or are having any symptoms associated with coronavirus (COVID-19) such as fever, a new and sustained cough, loss of sense of taste or smell | | | | | | | *External teachers are fully briefed on Academy covid safe procedures when entering the Academy*  *Checks on external teachers are made to ensure the consistent application of the measures set out in the Academy policies and procedures* | | | |  | |  | | |  | |
| School ensures that peripatetic teachers maintain distancing requirements with each group they teach | | | | | | | *All external teachers are aware of distancing measures to be taken when delivering lessons in the Academy* | | | |  | |  | | |  | |
| School ensures that peripatetic teachers avoid situations where distancing requirements are broken; for an example demonstrating partnering work in dancing | | | | | | | *All external teachers can provide covid secure risk assessments for the activities/lessons taking place* | | | |  | |  | | |  | |
| School ensures that peripatetic teachers make efforts to reduce the number of groups taught and locations in school worked in, to reduce the number of contacts made | | | | | | | *All external teachers are aware of distancing measures to be taken when delivering lessons in the Academy* | | | |  | |  | | |  | |
| In individual lessons for music, dance and drama, social distancing should be maintained, meaning teachers should not provide physical correction | | | | | | | *All external teachers are aware of the requirements and do not carry out activities which will require any physical contact with pupils* | | | |  | |  | | |  | |
| Performances with an audience do not take place | | | | | | | Consider alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission | | | |  | |  | | |  | |
| **Cumulative Aerosol Transmission** | | | | | | | | | | | | | | | | | |
| Any background or accompanying music is kept to levels which do not encourage teachers or other performers to raise their voices unduly | | | | | | |  | | | |  | |  | | |  | |
| Microphones are used to reduce the need for shouting or prolonged periods of loud speaking or singing | | | | | | |  | | | |  | |  | | |  | |
| If planning an indoor or outdoor face-to-face performance in front of a live audience, schools should follow the latest advice in the DCMS guidance, implementing events in the lowest risk order as described | | | | | | | No events planned at present  [Performing Arts](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts) | | | |  | |  | | |  | |
| If planning an outdoor performance particular consideration given to the guidance on delivering outdoor events | | | | | | | [Outdoor Events](https://www.eventsindustryforum.co.uk/index.php/11-features/14-keeping-workers-and-audiences-safe-during-covid-19) | | | |  | |  | | |  | |
| Playing instruments and singing in groups should take place outdoors wherever possible | | | | | | | *When taking place indoors larger rooms are used to provide additional space*    *Numbers are limited and social distancing is in place at all times*  *Windows and doors are opened where possible to provide adequate ventilation* | | | |  | |  | | |  | |
| If playing indoors, use a room with as much space as possible, for example, larger rooms | | | | | | | On instrument playing in school at present  Rooms with high ceilings are expected to enable dilution of aerosol transmission  *When taking place indoors larger rooms are used to provide additional space* | | | |  | |  | | |  | |
| If playing indoors, numbers are limited to account for ventilation of the space and the ability to social distance | | | | | | | *Numbers are limited and social distancing is in place at all times*  *Windows and doors are opened where possible to provide adequate ventilation* | | | |  | |  | | |  | |
| Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing and mitigation as described below can be maintained | | | | | | | Choir has been cancelled until further notice | | | |  | |  | | |  | |
| In the smaller groups where these activities can take place, schools should observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists | | | | | | | Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate  *When taking place indoors larger rooms are used to provide additional space*  *social distancing is in place at all times* | | | |  | |  | | |  | |
| Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) | | | | | | | *All singing activities are planned back to back or side by side*  *No face to face contact between pupils or staff takes place and all staff are fully aware for these requirements* | | | |  | |  | | |  | |
| Wind and brass players are positioned so that the air from their instrument does not blow into another player | | | | | | | No instrument lessons at present | | | |  | |  | | |  | |
| **Shared Resources** | | | | | | | | | | | | | | | | | |
| If possible, do not share microphones | | | | | | | If they are shared, follow the guidance on [handling equipment](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#handling-equipment) | | | |  | |  | | |  | |
| Avoid sharing instruments and equipment wherever possible  Place name labels on equipment to help identify the designated user, for example, percussionists’ own sticks and mallets | | | | | | | *Activities are planned using minimal equipment*  *All equipment is cleaned using approved products at the end of each session* | | | |  | |  | | |  | |
| If instruments and equipment have to be shared they are disinfected regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following government guidance on cleaning and handling equipment | | | | | | | Instruments should be cleaned by the pupils playing them, where possible  [Hygiene:](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses#factories-5-5) Guidance  *All equipment is cleaned using approved products at the end of each session.*  *Cleaning equipment is provided to all staff and any external teachers* | | | |  | |  | | |  | |
| Handling of music scores, parts and scripts is limited to the individual using them | | | | | | |  | | | |  | |  | | |  | |
| The number of suppliers is limited when hiring instruments and equipment | | | | | | |  | | | |  | |  | | |  | |
| Schools should agree whose responsibility cleaning hired instruments is with the suppliers | | | | | | |  | | | |  | |  | | |  | |
| Hire equipment, pupil’s own instruments, instruments brought on site by peripatetic teachers, tools or other equipment is cleaned on arrival and before first use | | | | | | |  | | | |  | |  | | |  | |
| Equipment, pupil’s own instruments and instruments brought on site by peripatetic teachers should be stored in a clean location if brought on site before they are needed, and they should be cleaned before first use and before returning the instrument | | | | | | |  | | | |  | |  | | |  | |
| Pick up and drop off collection points are created, to avoid passing equipment such as props, scripts, scores and microphones hand-to-hand | | | | | | |  | | | |  | |  | | |  | |
| **Inadequate Hand Washing/Hygiene** | | | | | | | | | | | | | | | | | |
| Handwashing, with soap and water, of 20 seconds duration takes place before and after handling equipment and before and after lessons | | | | | | | *Staff and pupils have been fully trained on handwashing procedures. E bug posters are in place throughout the Academy* | | | |  | |  | | |  | |
|  | | | | | | | | | | | | | | | | | |
| Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment | | | | | | | | | | | **Yes** | | | | **No** | | |
| What is the level of risk for this activity/situation with existing control measures | | | | | | | | | | | **High** | | **Med** | | | **Low** | |
| Is the risk adequately controlled with existing control measures | | | | | | | | | | | **Yes** | | | **No** | | | |
| Have you identified any further control measures needed to control the risk and recorded them in the action plan | | | | | | | | | | | **Yes** | | | **No** | | | |
| **ACTION PLAN** (insert additional rows if required) | | | | | | | | **To be actioned by** | | | | | | | | | |
| Further control measures to reduce risks *so far as is reasonably practicable* | | | | | | | | **Name** | | | | **Date** | | | | | |
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| State overall risk level assigned to the task **AFTER** implementation of control and action plan measures taken as a result of this risk assessment | | | | | | | | | | | **High** | | **Med** | | | **Low** | |
| Is such a risk level deemed to be as low as reasonably practical? | | | | | | | | | | | **Yes** | | | **No** | | | |
| Is activity still acceptable with this level of risk? | | | | | | | | | | | **Yes** | | | **No** | | | |
| If no, has this been escalated to senior leadership team? | | | | | | | | | | | **Yes** | | | **No** | | | |
| **Assessor(s):**  **Position(s):** | | **R Macleod**  **Principal** | | | | **Signature(s):** | | | | *R A Macleod* | | | | | | | |
| **Date:** | | **01.03.2021** | | | | **Review Date:** | | | | **01/04/2021** | | | | | | | |
| **Distribution:** | | | | | | | | | | | | | | | | | |
| Risk rating | | | Action | | | | | | | | | | | | |
| **HIGH** | | | **Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)** | | | | | | | | | | | | |
| **MEDIUM** | | | **Review/add controls (as far as reasonably practicable) & monitor** | | | | | | | | | | | | |
| **LOW** | | | **Monitor control measures** | | | | | | | | | | | | |

