

Activity/ Situation	MUSIC, DANCE and DRAMA DURING PANDEMIC <small>This risk assessment must be read in conjunction with the FULL OPENING OF SCHOOL DURING COVID-19 PANDEMIC FROM 8th MARCH risk assessment</small>			
Location	HILL TOP ACADEMY			
Persons at Risk	Pupils <input type="checkbox"/>	Employees <input type="checkbox"/>	Visitors <input type="checkbox"/>	Contractors <input type="checkbox"/>
HAZARD(S)	<p><i>Note: this list is not exhaustive and must be adapted for your own needs</i></p> <ul style="list-style-type: none"> * 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
<p><i>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.</i></p>				
Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed				
Adults maintain a 2 metre distance from each other, and from children	<i>All adults are fully aware of the 2m distance rule</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individual lessons in music, dance and drama can resume in schools	Not running in the Academy at present	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
During 1-2-1 lessons 2 metres social distancing between pupil and teacher is maintained	<i>All adults are fully aware of the 2m distance rule</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<i>No peripatetic teachers are booked at present.</i> <i>Any visitors are fully briefed on Academy covid safe procedures when entering the Academy</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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	<i>External teachers are fully briefed on Academy covid safe procedures when</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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	<i>entering the Academy</i> <i>Checks on external teachers are made to ensure the consistent application of the measures set out in the Academy policies and procedures</i>			
School ensures that peripatetic teachers maintain distancing requirements with each group they teach	<i>All external teachers are aware of distancing measures to be taken when delivering lessons in the Academy</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
School ensures that peripatetic teachers avoid situations where distancing requirements are broken; for an example demonstrating partnering work in dancing	<i>All external teachers can provide covid secure risk assessments for the activities/lessons taking place</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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	<i>All external teachers are aware of distancing measures to be taken when delivering lessons in the Academy</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In individual lessons for music, dance and drama, social distancing should be maintained, meaning teachers should not provide physical correction	<i>All external teachers are aware of the requirements and do not carry out activities which will require any physical contact with pupils</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Microphones are used to reduce the need for shouting or prolonged periods of loud speaking or singing		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	No events planned at present Performing Arts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

guidance, implementing events in the lowest risk order as described				
If planning an outdoor performance particular consideration given to the guidance on delivering outdoor events	Outdoor Events	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Playing instruments and singing in groups should take place outdoors wherever possible	<p><i>When taking place indoors larger rooms are used to provide additional space</i></p> <p><i>Numbers are limited and social distancing is in place at all times</i></p> <p><i>Windows and doors are opened where possible to provide adequate ventilation</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If playing indoors, use a room with as much space as possible, for example, larger rooms	<p>On instrument playing in school at present</p> <p>Rooms with high ceilings are expected to enable dilution of aerosol transmission</p> <p><i>When taking place indoors larger rooms are used to provide additional space</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If playing indoors, numbers are limited to account for ventilation of the space and the ability to social distance	<p><i>Numbers are limited and social distancing is in place at all times</i></p> <p><i>Windows and doors are opened where possible to provide adequate ventilation</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Current guidance is that if the activity is face-to-face and without mitigating	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

such as conductors, other musicians, or accompanists	actions, 2 metres is appropriate <i>When taking place indoors larger rooms are used to provide additional space</i> <i>social distancing is in place at all times</i>			
Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face)	<i>All singing activities are planned back to back or side by side</i> <i>No face to face contact between pupils or staff takes place and all staff are fully aware for these requirements</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wind and brass players are positioned so that the air from their instrument does not blow into another player	No instrument lessons at present	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared Resources				
If possible, do not share microphones	If they are shared, follow the guidance on handling equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Avoid sharing instruments and equipment wherever possible	<i>Activities are planned using minimal equipment</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place name labels on equipment to help identify the designated user, for example, percussionists' own sticks and mallets	<i>All equipment is cleaned using approved products at the end of each session</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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: Guidance <i>All equipment is cleaned using approved products at the end of each session.</i> <i>Cleaning equipment is provided to all staff and any external teachers</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handling of music scores, parts and scripts is limited to the individual using them		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The number of suppliers is limited when hiring instruments and equipment		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Schools should agree whose responsibility cleaning hired instruments is with the suppliers		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pick up and drop off collection points are created, to avoid passing equipment such as props, scripts, scores and microphones hand-to-hand		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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	<i>Staff and pupils have been fully trained on handwashing procedures. E bug posters are in place throughout the Academy</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
What is the level of risk for this activity/situation with existing control measures	High <input checked="" type="checkbox"/>	Med <input type="checkbox"/>	Low <input type="checkbox"/>	
Is the risk adequately controlled with existing control measures	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>	
Have you identified any further control measures needed to control the risk and recorded them in the action plan	Yes <input type="checkbox"/>		No <input type="checkbox"/>	
ACTION PLAN (insert additional rows if required)	To be actioned by			
Further control measures to reduce risks <i>so far as is reasonably practicable</i>	Name	Date		
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 <input type="checkbox"/>	Med <input checked="" type="checkbox"/>	Low <input checked="" type="checkbox"/>	

Is such a risk level deemed to be as low as reasonably practical?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is activity still acceptable with this level of risk?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If no, has this been escalated to senior leadership team?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Assessor(s):	R Macleod	Signature(s):	R A Macleod
Position(s):	Principal		
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

POTENTIAL OUTCOME

Catastrophic	Fatal injury/permanent disability
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence
Moderate	RIDDOR reportable over 7 day injury
Minor	Minor injury (requiring first aid)
Insignificant	Minor injury

LIKELIHOOD

Highly likely	More likely to occur
Likely	↓
Possible	
Unlikely	
Remote	Less likely to occur

POTENTIAL OUTCOME

Catastrophic					
Major					
Moderate					
Minor					
Insignificant					
	Remote	Unlikely	Possible	Likely	Highly Likely

LIKELIHOOD