

RISK ASSESSMENT: COVID-19

Event/Task:	In person instrumental/vocal tuition
Venue	The Vineyard School
Person/s with overall responsibility	Caroline Peirson – RMT Chief Executive

General:

- This risk assessment is to support the re-introduction of RMT’s ‘in person’ instrumental and vocal tuition during the COVID-19 pandemic.
- All pre-existing RMT policies/procedures still apply.
- Measures for RMT staff will run in line with current individual school risk assessments.
- The risk assessment will be reviewed and updated whenever there are relevant changes in the Government’s policy and advice on COVID-19.
- All queries regarding this RA should be directed to RMT.

Hazard	Area of concern	Those at Risk	Control Measures	Responsible for action
<p>Direct transmission of COVID -19 virus from being in close proximity to people with the virus. I.e. person to person transmission (hand to hand, hand to mouth, hand to body),</p>		<p>School Staff Parents Pupils RMT Teacher</p>	<p>General Measures RMT has based its return to schools on the current DfE guidance for full opening of schools and will regularly monitor new measures being introduced by government and individual schools to reduce risk.</p> <p>All RMT staff are advised to follow NHS/PHE guidance on coronavirus (COVID-19) Covid-19-guidance-for-employees</p> <p>RMT Management team are advised to follow the NHS guidance for employers and businesses on coronavirus (COVID-19) Covid-19 Guidance to-employers and Covid-19 Guidance for schools</p> <p>RMT teachers should not attend school if they or anyone else in their household is experiencing any symptoms of COVID-19 (including persistent cough, high temperature 37.8c or higher, loss of taste and smell). RMT teachers must notify RMT immediately if they have any symptoms or have tested positive for COVID-19. RMT will then inform the relevant schools and the parents of any pupils who have been taught by the affected RMT teacher.</p> <p>In support of the NHS Test and Trace, RMT will maintain records of our teachers’ visits.</p> <p>RMT will liaise with schools regarding specific school rules, procedures and requirements prior to the start of our tuition.</p>	All RMT staff

		<p>Vulnerable Staff and household members including those in the BAME risk group.</p> <p>Vulnerable pupils including those with SEN</p>	<ul style="list-style-type: none"> • RMT to ensure that all teachers who are in, or who live with someone, in the high risk/vulnerable category have been contacted to discuss their readiness to return to work in schools based on the measures which have been put in place to minimise the risk, and any other individual concerns which may influence this decision. • RMT teacher to consult directly with school via school office with regard to provision for pupils in this category. RMT willing to support/facilitate as required once additional need has been highlighted. 	
	Grouping/ timetables	School Staff Pupils RMT Teacher	<ul style="list-style-type: none"> • RMT to group pupils according to their class/year group bubbles. For this to be possible, schools must agree to share class/year group bubble lists with RMT before September. • RMT to timetable lessons to allow for staggered start/lunch/end/cleaning closure times specific to each school. For this to be possible, schools must agree to share staggered start/lunch/end/cleaning closure times with RMT before September. • RMT to timetable lessons in line with information provided by the school regarding room allocation/number of RMT Teachers able to teach at any given time. • In terms of the need for individual lessons, RMT Timetabling will take into account the size of the space which has been allocated when determining whether group tuition can safely restart. • Whilst staggered times/bubbles are in place, it will not be possible for RMT Lesson Times to rotate. • In schools where RMT Teachers are being asked to remain in their teaching room, it will not be possible for them to collect pupils directly from class/year group bubbles. Once timetables have been created (taking into account the class/year group bubbles and any staggered timings) RMT will email the timetables to the school office and request that a copy of each timetable is shared in the relevant bubble(s). As the RMT teacher will not be able to approach the bubble, s/he will ask any pupils returning to their bubble to send the next pupil(s) to the teaching room. For this to work we would appreciate the support of the class/bubble teacher in reminding pupils of their instrumental lesson time. 	RMT Teacher RMT Team Leader RMT Admin Team

	Entering the school	School Staff Pupils RMT Teacher	<p>RMT teachers will:</p> <ul style="list-style-type: none"> • not attend if they have any symptoms of CV-19 • only attend the school at the agreed time, arriving a maximum of 15mins before the first lesson is due to begin. • Only bring onsite items that are necessary for teaching. Additional bags etc. should remain offsite. • use hand sanitiser/wash hands in reception area. • follow school's sign-in procedures and any specific requests made by school office team. • move purposefully to the allocated teaching space whilst keeping a safe distance of 2m from others and using any designated one way systems in operation (or adhere to similar requirements as requested by individual schools). 	RMT Teacher
	Social Distancing (whilst moving to and from teaching room)	School Staff Pupils RMT Teacher	<p>Whilst on site RMT teachers will:</p> <ul style="list-style-type: none"> • keep a safe distance of 2m from others. • use any designated one way systems in operation (or adhere to similar requirements as requested by individual schools). • only use specifically allocated facilities/areas eg. staff toilets, staff room etc. 	RMT Teacher
	Teaching space and equipment	Pupils RMT Teacher	<ul style="list-style-type: none"> • Once on site the designated teaching space should remain consistent from start to finish in order to minimise unnecessary movement around the building. • Instrumental/Vocal lessons should take place in a well-ventilated room with windows left open at all times. • To aid ventilation, the teaching room door should be left open between lessons. • Minimum recommended social distancing (or 2m distancing for brass, flute and saxophone) must be maintained. • RMT teacher must determine how best to use the allocated space, eg: <ul style="list-style-type: none"> - ensuring that air flow from open windows is directed away from the teacher and pupil. - consider the positioning of teacher and pupil/s, avoiding playing directly opposite each other where possible. • RMT teacher to minimise contact with/movement of classroom furniture/equipment unless required to enable social distancing. 	School RMT Teacher

			<ul style="list-style-type: none"> • There must be no sharing of instruments, whether between teacher and pupil, or between pupils. If a pupil forgets their instrument, the teacher must not allow them to borrow an instrument which belongs to someone else, whether that is the school or another pupil. • With the exception of pianos/keyboards/drum kits, the RMT teacher should bring their own instrument to school to teach on. Where possible, the teacher should only use their own AV equipment. • RMT Teachers should not store any instrument or equipment in the designated teaching space. • RMT teacher not to use any additional school instruments or AV equipment (eg amps/sound systems) unless specifically agreed with the school. • School to ensure that there is an adequate number of music stands (ideally 4) in the teaching space prior to lessons commencing. • Pupils must have one stand each, and should avoid touching the stand as much as possible. • School should make sure a bin is provided for the designated teaching space. • School must ensure that the allocated teaching space is cleaned as rigorously as all other areas. 	
	Lesson	Pupils RMT Teacher	<p>With the support of the school, RMT Teacher must ensure that pupils:</p> <ul style="list-style-type: none"> • wash/sanitise hands before and after their lesson. • maintain social distancing as directed by the RMT Teacher. • only bring what is required for their lesson (instrument/music/practice notebook/pencil). • understand that they should carry their instrument to and from the lesson as it will not be possible to store it in the teaching space. • do not share their instrument with anyone else. • do not share paper resources. This includes music books, sheet music and practice notebooks which will ideally be completed by each pupil during the lesson under instruction from the teacher. • do not share a music stand and where possible try not to touch the stand. • minimise contact with classroom furniture/equipment. 	RMT Teacher

Instrument Specific Measures

Strings

- Where possible, RMT Teachers should consider their positioning in order to avoid playing directly opposite pupils.
- Where possible RMT Teachers should guide pupils in tuning with adjusters.
- If it is not possible for the pupil to tune with the adjusters, then the teacher can tune the instrument for the pupil but must sanitise their hands before and after touching the pupils' instrument. Tuning must be done without putting the instrument under the chin.
- If it is not possible for the pupil to adjust their spike or shoulder rest unaided, then the teacher can do this for the pupil but must sanitise their hands before and after touching the pupils' instrument.
- Pupils must be taught how to tighten/loosen/rosin their own bow.
- RMT Teachers must demonstrate finger/arm positions etc without touching the pupils' instrument or hand/arm.

W/W (including recorder)

- Where possible, RMT Teachers should consider their positioning in order to avoid playing directly opposite pupils. It is recommended that the teacher blows in the opposite direction to the pupil.
- The distance between the RMT Teacher and the pupil must be a minimum of 2m at all times, and preferably 3m where possible.
- The pupil must put their own instrument together, directed by the RMT teacher if necessary.
- RMT Teacher should direct the pupil in tuning their instrument rather than tuning it for the pupil.
- If there is a problem with the instrument that requires the RMT Teacher to intervene, the RMT Teacher must sanitise their hands before and after touching the pupil's instrument.
- Sharing of instruments/reeds/mouthpieces is forbidden in all situations.
- Pupils must bring their own reeds.
- RMT Teachers must not allow pupils to blow or empty water out of instruments. The RMT Teacher and pupils should use paper towels or similar to catch any water that is dispelled.
- RMT Teachers must oversee the proper cleaning and drying of instruments at end of each lesson, after which each person is responsible for disposing of their own used paper towels. Hands should be thoroughly washed/sanitised after disposal.

Brass

- Where possible, RMT Teachers should consider their positioning in order to avoid playing directly opposite pupils. It is recommended that the teacher blows in the opposite

direction to the pupil.

- The distance between the RMT Teacher and the pupil must be a minimum of 2m at all times, and preferably 3m where possible.
- The pupil must put their own instrument together, directed by the RMT teacher if necessary.
- RMT Teacher should direct the pupil in tuning their instrument rather than tuning it for the pupil.
- If there is a problem with the instrument that requires the RMT Teacher to intervene, the RMT Teacher must sanitise their hands before and after touching the pupil's instrument.
- Sharing of instruments/reeds/mouthpieces is forbidden in all situations.
- RMT Teachers must not put their own mouthpiece on the pupil's instrument under any circumstances.
- When buzzing, a paper towel should be held close to the end of the mouthpiece to catch any water droplets.
- RMT Teachers must not allow pupils to blow or empty water out of instruments directly onto the floor. The RMT Teacher and pupils should use paper towels or similar to catch any water that is dispelled when venting the water keys.
- RMT Teachers must oversee the proper cleaning and drying of instruments at end of each lesson, after which each person is responsible for disposing of their own used paper towels. Hands should be thoroughly washed/sanitised after disposal.

Vocal

- Where possible, RMT Teachers should consider their positioning in order to avoid singing directly opposite pupils.
- The distance between the RMT Teacher and the pupil must be a minimum of 2m at all times, and preferably 3m where possible.
- The RMT Teacher and pupil should not share a music stand. When the RMT Teacher chooses to use their own device (eg iPad) as a teaching aid, it should be wiped before being placed on the music stand, and the teacher should then step away before the pupil approaches the stand to read from the device. The pupil should not touch the stand or the device. The RMT Teacher must wipe the device again at the end of the lesson.
- RMT Teachers should avoid singing warm ups so the student is the only one singing.
- RMT Teacher should minimise the amount of singing they do during lessons.
- Breathing exercises should not be carried out during the lesson. These will be available as audio voice notes or video tutorials which pupils can work through at home.

Piano/Keyboard

- The RMT Teacher should wipe the piano/keyboard keys before and after each player.

- The RMT Teacher is responsible for adjusting the piano stool as and when required, and should sanitise their hands before and after doing so.
- Where possible, RMT Teachers should consider their positioning in order to avoid sitting too close to the pupil when they are playing.
- For the RMT Teacher to demonstrate, the pupil should first move at least 1m away from the keyboard.
- The RMT Teacher should sanitise their hands before and after demonstrating on the keyboard.

Guitar

- Where possible, RMT Teachers should consider their positioning in order to avoid playing directly opposite pupils.
- Where possible RMT Teachers should guide pupils in tuning. If it is not possible for the pupil to tune their own instrument, then the teacher can tune the instrument for the pupil but must sanitise their hands before and after touching the pupils' instrument.
- Electric Guitar/Bass Guitar pupils must bring their own lead and plug it in to the provided amp themselves as directed/supervised by the RMT Teacher.
- RMT Teacher must demonstrate hand/wrist position without touching the pupil's instrument or hand. Similarly, moving a pupil's fingers or thumbs whilst they are holding down chords must be avoided.

Tuned/Untuned Percussion

- Where possible, RMT Teachers should consider their positioning in order to avoid playing directly opposite pupils.
- RMT Teachers and pupils should not share sticks or any percussion instrument.
- RMT Teacher to direct pupil in setting up their instrument.

Drum Kit

- Where possible, RMT Teachers should consider their positioning in order to avoid playing directly opposite pupils.
- RMT Teachers and pupils should not share sticks.
- The RMT Teacher is responsible for adjusting the drum stool if required, and should sanitise their hands before and after doing so.
- The RMT Teacher is responsible for adjusting the drum kit as and when required, and should sanitise their hands before and after doing so.

Music Makers and Wider Opportunities

Please see separate Risk Assessment.

	RMT Staff/pupils unwell	School Staff Pupils RMT Teacher	<ul style="list-style-type: none"> Any member of RMT staff who feels unwell should not attend school, as per the guidance in the general measures section at the beginning of this document. Any member of RMT staff who begins to feel unwell whilst at a school must immediately call the school office from their teaching space and explain the situation. If there are pupils in the room, this should be made clear so that the school can then implement any necessary procedures as per school policy on isolation of potential new cases. The RMT teacher should check whether the school requires any further action/information from them before leaving the site and contacting RMT to make them aware that there is an urgent issue. If a pupil starts to feel unwell whilst in an instrumental/vocal lesson, the RMT Teacher must immediately call the school office from their teaching space and explain the situation, and then follow the school's instructions. If there are other pupils in the room, this should be made clear so that the school can then implement any necessary procedures as per school policy on isolation of potential new cases. The RMT teacher should then contact RMT to make them aware that there is an urgent issue. RMT Staff who are sent home should follow the staying at home guidance 	RMT Teacher School RMT Team Leader/Admin
	Employee Wellbeing	RMT Teacher	<ul style="list-style-type: none"> Team Leaders will be encouraged to talk to their teams individually on a regular basis to ensure that RMT Teachers feel supported as they return to in-person tuition. RMT Teachers are encouraged to discuss with their line manager or a member of the Senior Management Team any issues/problems they might have related to CV-19. RMT Senior Management to keep up to date with related guidance from the appropriate agencies eg Music Mark/ISM/MU. 	RMT Team Leader RMT SMT
	Leaving the school	School Staff Pupils RMT Teacher	<p>RMT teachers will:</p> <ul style="list-style-type: none"> Leave the school site as soon as possible on completion of their allocated teaching time. move purposefully from the allocated teaching space back to the reception area whilst keeping a safe distance of 2m from others and using any designated one way systems in operation (or adhere to similar requirements as requested by individual schools). use hand sanitiser/wash hands in reception area. follow school's sign-out procedures and any specific requests made by school office team. 	RMT Teacher

Acceptance by responsible parties:

On behalf of RMT

In order for RMT lessons to restart and continue safely, I will ensure the control measures detailed in this risk assessment are shared and implemented by all RMT staff.

Name	Caroline Peirson	Designation	Chief Executive
Signature		Date	28.7.20

I

On behalf of the school

I have read the document and on the basis of the above listed control measures being effectively implemented, I agree to RMT instrumental/vocal tuition restarting and continuing in our school. Our school is happy to work with RMT to ensure a safe return to in-school music lessons.

Name		Designation	Headteacher
Signature		Date	