

COVID-19 - RISK ASSESSMENT TEMPLATE

Teacher's name	Simon Vasey	Assessment Date	16th May 2021
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This template is designed to help you identify risks associated with instrumental and vocal teaching in a school or studio context. The outcome should be a set of strategies/actions to reduce the possibility of infection. This exercise is not a replacement of, or substitute for, the school's/college's/organisation's own risk assessment in relation to instrumental lessons and should be an accompaniment to this process.

The VMT should check that the school/college/organisation has obtained parental consent prior to the VMT's visit and that all appropriate insurances (in terms of the school's liability) are in place. The VMT's membership of the **Musicians' Union** provides the following cover:

- Public liability: £10,000,000
- Professional indemnity: £1,000,000

Completing this form

Prior to completing this form, members are advised to read the MU's latest guidance on [Teaching music during the Coronavirus outbreak](#). This is updated on a regular basis to reflect current advice from HM Government.

Potential hazards are social distancing, instrument and equipment hygiene, room layout, ventilation, personal protection, on-going sanitisation, and more. No teaching environment is the same, therefore you may need to complete a risk assessment for each facility.

Key questions to ask when completing this form include:

- Is there enough room to maintain 2m social distancing?
- Is the space provided appropriate for individual or group teaching?
- Are rooms properly ventilated?
- Does the room have a window?

- Is there an extractor fan available in order to create through ventilation?
- Does the room need to be re-arranged prior to the lesson? If so, what measures are in place to protect the teacher from possible infection?
- Does the teacher have access to COVID-safe wipes, sprays or soapy water in order to clean surfaces between lessons?
- How can the handling of general-purpose equipment, e.g. chairs, music stands, drum kits, pianos, etc., be minimised to reduce infection?
- Is the teaching space sanitised between lessons?
- How are instruments sanitised?
- Is it appropriate to wear protective gloves and masks (PPE)? If so, does the teacher's PPE comply with government/school requirements?
- How are pupil arrivals and departures managed?
- What measures are in place to protect the VMT whilst travelling between schools?
- Does the VMT have sufficient knowledge to identify the symptoms of COVID-19 infection?
- What should the VMT do if they believe a pupil is infected?
- How should VMTs protect themselves when collecting pupils (if appropriate), visiting reception/staff room, using toilets, etc?

Should you need any support in completing this form or would like to propose supplementary questions based on your experience, please contact teachers@themu.org.

Risk Assessment Template

What are the hazards?	Who is at risk?	Actions to mitigate risk	Who is responsible?	Deadline	Date completed
Direct transmission of covid between student and me.	Student and me	Set out 2 kits at 2m distance from each other.	Me	17 th May	16 th May
Insufficient ventilation causing build-up of airborne covid particles.	Student and me	Open both windows.	Me	During every lesson	Ongoing
Indirect transmission of covid between students and/or me.	Students and me	Provide hand gel and use wipes on drumsticks between lessons.	Me	Before every lesson	Ongoing
I'm not working to the latest guidance on symptoms or protections.	Students and me	Check latest guidance.	Me	Once a week and when updates are issued.	Ongoing
Direct transmission of covid between student and me.	Students and me	Check that students are well at the start of the lesson.	Me	Before every lesson	Ongoing
Me unknowingly being infected.	Me	Ask parents to inform me if covid is suspected in student.	Me	Before every lesson	Ongoing
Me unknowingly infecting students.	Students	Inform parents of students if I suspect I have covid.	Me	Before every lesson	Ongoing