

Instrumental & Vocal Teaching in Schools Covid-19 Guidance & Risk Assessment

Updated November 2020

Updates/Key guidelines

Changes/headlines on the below guidance are as follows:

- BM staff to wear face mask and/or visor at all times except when demonstrating
- Teaching rooms should be aired between each student
- Maintain 2m distance at all times
- BM will provide antibac pads for brass teachers
- BM staff to wear gloves if needing to touch/fix an instrument

Introduction

Berkshire Maestros want children to be able to resume making music face to face however, we also have to ensure the safety of both children and young people and staff. This guidance and risk assessment is intended to support schools to ensure we can safely engage in face-to-face learning where appropriate from September 2020. We are delighted that the updated DfE guidance supports Music Education Hub teachers to resume attending schools from September.

This guide presupposes that schools are already complying with:

- Social distancing
- Improved hand hygiene
- Enhanced cleaning of school buildings

Guidance – peripatetic lessons

Teaching room needs to be large enough to maintain social distancing or a **minimum** 2m for singing and mouth-blown instruments (N.B. flutes generate two air streams, to the front and the side). As far as possible, individual and small group lessons should be held in rooms that can be ventilated well.

Piano tutors need to see students' hands and maintain a 2m distance, rooms may have to be rearranged to accommodate this. For the tutor to demonstrate, the student will need to move 2m away from the piano. Wiping keys before and after each change of player is essential.

Woodwind and brass tutors should insist on proper cleaning and drying of instruments at the end of lessons but should not allow students to blow or tip water out of instruments in the teaching room. Newspaper or paper towels (or anti-bacterial paper) should be provided for venting of water keys and students and staff should remove and dispose of their own at the end of the lesson.

Students come and go but tutors are often in the teaching room for extended periods. Their exposure to multiple people and to the same air possibly for some hours puts them at greater risk. Staff should

wear a mask (albeit singers, woodwind and brass players will have to remove it to demonstrate). It is also important to timetable additional breaks to ventilate rooms after each student.

If the rooms you have available don't have a working window, we will be unable to allow our teachers to teach in that space under the current restrictions.

Schools will need to consider a process for prompting students if they have forgotten their lessons that avoids our teachers moving around the school unnecessarily. This could involve teachers phoning the school office from their allocated teaching room to request a student.

It should hardly need saying that nobody should ever play anyone else's mouth-blown instrument.

Where students normally learn in a group but maintaining the group will mean students will have to cross bubbles, groups may have to be reorganised or split up accordingly.

Cleaning Instruments

If instruments are used by more than one person, meticulous cleaning is called for.

Plastic piano and electronic keyboards can be sanitised with disinfectant wipes (unplug electronic equipment first). Do not spray them as residues may harm key mechanisms. It is a good idea to dry keys off afterwards.

Knobs, buttons, sliders etc on digital drum kits, amplifiers, CD/MP3 players and so forth should be wiped with antiseptic wipes. Do not use sprays or soaked cloths, to avoid liquids getting inside equipment. Always unplug from the mains before cleaning.

More advice on cleaning different instruments is available from this American website:
<https://www.nfhs.org/media/3812235/covid-19-instrument-cleaning-guidelines.pdf>

In the UK, the Music Industries Association is gathering relevant information on its website:
<https://www.mia.org.uk/covid-19/>.

Good hand hygiene and wiping handling surfaces when changing players controls risks for most keyboard, percussion and string instruments.

Guidelines – BM teaching staff

Our teaching staff will all be given refreshed guidance and training at CPD days at the start of September. They will be informed of the following expectations surrounding their work in schools:

1. Do not attend school if you suspect that you (or any of those you live with) may be coming down with Coronavirus symptoms: follow self-isolation procedures. Request a test-kit from
<https://www.nhs.uk/ask-for-a-coronavirus-test>.
2. Keep an eye on the school's website, news links, diary and newsletters to anticipate disruptions to your teaching programme. It may save you a journey and unnecessary risk.

3. Sign in at the school reception on arrival and immediately wash your hands thoroughly before going to the teaching room.
4. Please wear a mask at all times within a school unless you are demonstrating an instrument during a lesson/rehearsal.
5. Remember that this way of working is as new to school staff and pupils as it is to you. Accept that there will be slips and honest mistakes on both sides and take the opportunity to learn from them.
6. Ask for the school's risk assessments for COVID-19; ask about anything you do not understand and abide by the control measures specified i.e. toilet or break provision.
7. Find out what the school's infection control procedures are; follow them and make use of anything the school is good enough to provide for your safety.
8. Find out, before you need to know, what to do if you or pupils fall ill.
9. If you think that a child may be showing symptoms of Coronavirus, stop the lesson and report your concerns to the school immediately.
10. Maintain 2m or more distance from other people at all times, including pupils.
11. If you can control layout and ventilation in the teaching room, set it up to direct airflow away from both you and the pupil(s) but not at the expense of normal safeguarding or health and safety considerations: i.e. do not move heavy furniture.
12. Avoid touching pupils' instruments, particularly mouthpieces. If you require PPE equipment, please contact the Resource Manager at Berkshire Maestros.
13. Never play on a pupil's mouthpiece or allow them to play on yours.
14. Allow time in your timetable to wipe down in between each student and for you to have a break and air the room whilst you do so.
15. Wash your hands thoroughly before leaving the school, preferably as the last thing you do before signing out.

Covid-19 Risk Assessment

Instrumental & Vocal Teaching

Owner:	Berkshire Maestros		
Version:	1		
Date of assessment:	30.10.20	Review date (max 1 yr):	01.01.21

Description of activity

Instrumental and vocal lessons undertaken by Berkshire Maestros teaching staff in schools across Berkshire. Individual and small group lessons (maximum 5 people per group).

Control measures

	Hazard	Who is at risk?	Control measure(s)	Who is responsible?
1	Airborne transmission	Everyone	A 2 meter distance should be adhered to at all times with the following information per instrument taken into account: Woodwind instruments – 2m <u>minimum</u> and be aware of flute aerosols being projected across mouthpiece. Brass & saxophone instruments – 2m from bell. Singers – teacher to stand to the side of the student with a 2m distance.	Teacher
2	Airborne transmission	Teacher	Teacher to be at least 2m from the nearest pupil at all times. Consider keeping to the side of your student.	Teacher
3	Airborne transmission	Everyone	Ventilation is key. Keep the windows open even if you have to wear a coat. Ventilate the room frequently by having short breaks between each lesson. Fans that recirculate stale air should not be used.	Teacher
4	Airborne transmission	Everyone	Keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly.	Teacher

			Teachers should avoid raising their voice or singing loudly.	
5	Airborne transmission	Teacher	The use of masks/visor is advisable to ensure the safety of staff. These should be worn at all times and only taken off where necessary to demonstrate.	Teacher
6	Surface transmission via shared instruments	Everyone	Note: sharing instruments is not considered safe. See above for further information on wiping down between students when sharing is necessary. Teachers must not play on students' instruments, even to diagnose a problem or to tune.	Teacher
7	Surface transmission via printed music	Pupils	Limit handling of music to the individual using them. Pupils to have their own copies of all music/books. Teachers to email pdf's to pupils who will be responsible for bringing their own copies to the lesson.	Pupils
8	Surface transmission via equipment used for playing backing tracks or accompanying	Teacher	Cleaning of PC or CD player for backing track or piano/keyboard. Please see above for advice on cleaning equipment.	Teacher
9	Surface transmission via practice notebook	Everyone	BM staff to email lesson notes and practice notes to pupils through SpeedAdmin or through schools where appropriate.	Teacher
10	Surface transmission from spit valves being emptied	Pupils	Newspaper, paper towels or anti-bacterial paper should be provided for students to clear away their own transmissions. To be deposited by the student in an appropriate bin after the session.	Pupils

Additional control measures

	Hazard	Who is at risk?	Control measure(s)	Who is responsible?
1	Airborne transmission (vulnerable teacher)	Teacher	Where BM staff have informed us that they are vulnerable, we will send a replacement teacher.	Berkshire Maestros
2	Airborne transmission (vulnerable pupils)	Pupil or pupils	Precautionary measures will be taken as per the above however it is at the parent's discretion as to whether they are happy for their	Parent

			child to resume lessons in this manner or would prefer online lessons.	
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Risk

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. We are heavily minimising the risk of transmission of the virus, both airborne and surface, by adhering to the guidance above and in the Risk Assessment. Government guidance will be followed at all times and the above reviewed where required with an initial review date in October.

Date communicated to staff: 04.11.20

Signed:



Date: 30.10.20

Name: D. Wren

Position: CEO