

# Non-blown In2Music Project

## Covid-19 Guidance & Risk Assessment

### Key guidelines

- BM staff to wear face mask and/or visor
- Retain group size of 30 students per 40 minute session in a suitably ventilated space
- Sessions to have a 20 minute gap between them to clean shared instruments
- New guidance on cleaning shared instruments
- BM staff to wear gloves if needing to touch/fix/tune an instrument

### Introduction

Berkshire Maestros want children to be able to resume face-to-face music making 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 April 2021. We are delighted that the updated DfE guidance supports Music Education Hub teachers to resume attending schools from April.

This guide presupposes that schools are already complying with:

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

This document is not intended to cover all risks associated with any activity; it looks only at additional measures to minimise transmission of Covid-19.

### Guidance – Whole Class Instrumental Tuition (In2Music)

Non-blown In2Music can be taught by peripatetic music teachers in groups of up to 30.

All instruments have been professionally cleaned before distribution to schools, ready for children to use. Students should play only on their own, allocated instrument for the duration of the project where possible. Where instruments have to be shared, the safest way to manage this is for students to wash their hands before and after use for a minimum of 20 seconds. BM staff and school staff will also follow the following cleaning procedures:

- Ukuleles – wipe down with alcohol base wipe
- Violins/violas/cello – wipe down with alcohol based wipe
- Guitars – wipe down with alcohol based wipe
- Percussion – spray with disinfectant/wipe down with alcohol based wipe

For any sessions, keeping as much distance as possible as well as good ventilation and airing of rooms is essential. The space should allow for students to be side by side with a distance of at least 2 meters for the teacher. Sessions should have a 20 minute break between them to allow for the cleaning of any shared instruments.

Tutors will wear a face mask and/or visor.

If used, 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 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 electrical items from the mains before cleaning.

## Cleaning Instruments

If, in exceptional circumstances, 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 the Summer Term. 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. Wash your hands thoroughly before leaving the school, preferably as the last thing you do before signing out.

# Covid-19 Risk Assessment

Non-blown In2Music Projects

Owner:	Berkshire Maestros		
Version:	2		
Date of assessment:	20.04.2021	Review date:	01.09.2021

## Risk

Covid-19 is an 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 Government Education & Performing Arts guidance and have taken the measures outlined in the Risk Assessment below. Government guidance continues to be followed and the risk assessments will be reviewed and updated as and when required in relation to the Governments "Roadmap out of lockdown".

Rapid lateral flow tests help to find cases in people who may have no symptoms but are still infectious and can give the virus to others. All our teaching staff are requested to have regular Covid19 tests prior to face to face teaching in schools & music centres. You can order test kits for free via the Government website: <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>  
Please ensure that you take the Covid19 test every 72 hours (twice a week) and ensure you upload your results within 24 hours on the Government website <https://www.gov.uk/report-covid19-result>  
Please ensure you keep a copy of the results (text or email from the NHS) and have the results available to show should this be required.

Everyone over the age of 11 is required to wear a face mask/covering indoors at all times.

## Description of activity

Whole class instrumental provision led by Berkshire Maestros staff on non-blown instruments across Berkshire.

## Control measures

	Hazard	Who is at risk?	Control measure(s)	Who is responsible?
1	Airborne transmission	Everyone	Teachers should aim to reduce contact and maximise distancing between students wherever possible.	Teacher
2	Airborne transmission	Teacher	Teacher(s) at least 2m from the nearest player at all times.	Teacher
3	Airborne transmission	Everyone	Ventilation is key. Keep the windows open even if you have to wear a coat.	Teacher
4	Airborne transmission	Everyone	Keep any background or accompanying music to levels	Teacher

			which do not encourage teachers or other performers to raise their voices unduly.  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.	Teacher
6	Surface transmission via shared instruments	Everyone	Note: sharing instruments is not considered safe. Instruments must be allocated to a specific individual child for the duration of the project. See above for further information on wiping down between students when sharing is absolutely necessary.  Teachers must not play on students' instruments, even to diagnose a problem. If there is an issue with an instrument, it will have to be fixed at the end of the session and teachers will be provided with gloves or wipes that can be used to rectify any problems.	Teacher
7	Surface transmission via printed resources	Pupils	If physical resources are used (handout sheets/booklets for example), these should not be shared. Each pupil should have their own copy for the duration of the project. Projected resources/interactive whiteboards to be used.	Teacher
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

## Additional control measures

	Hazard	Who is at risk?	Control measure(s)	Who is responsible?
2	Airborne transmission (vulnerable teacher)	Teacher	Where BM staff have informed us that they are vulnerable, we will send a replacement teacher.	Berkshire Maestros
3	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 child to resume lessons in this	Parent

			manner or would prefer online lessons.	
--	--	--	--	--

**Signed:**



**Date:** 20.04.2021

**Name:** D. Wren

**Position:** CEO