



Cranbrook  
School

---

# MUSIC DEPARTMENT AT CRANBROOK SCHOOL

---

COVID – 19 in department Risk Assessment - 15<sup>th</sup> September 2020

CRANBROOK SCHOOL

Waterloo Road, Cranbrook, Kent TN17 3JD

Hazard	Who is at risk?	Control Measure	Who is responsible	Residual Risk Rating			
Teachers/visitors to school unknowingly carrying COVID 19	Everyone	<p>On entering the building through glass doors into foyer, all should wash hands with gel. Teachers should sign in and collect their sanitiser bottle and wipes from the kitchen. They should then go to their allocated teaching room. Teachers should use Perspex screens/personal face visors when teaching.</p> <p>Pupils will be told in advance when their lesson is and where so that they can also go directly to the allocated room. Students to observe “keep left” system – enter through glass doors into foyer and keep to the left-hand side of corridor, exiting by the same foyer doors.</p>	School	6			
Transmission due to contamination of teaching space and shared equipment	Everyone	<p>Enhanced cleaning regime is in place in line with COVID 19 cleaning guidelines:</p> <table border="1" data-bbox="571 1070 1050 1796"> <tr> <td data-bbox="571 1070 1050 1429"> <p>Between each pupil, Teacher should wipe down any resources or furniture that will be used for the next pupil with a wipe and spray (music stand, piano keys, stool and door handles). Teachers should allow 5 minutes for changeover between students in same year bubble and 10 minutes between students of different year bubbles</p> </td> </tr> <tr> <td data-bbox="571 1429 1050 1684"> <p>Next pupil should not enter room until advised by the Teacher and should wash their hands according to school practice before and after the lesson. Teacher will have sanitiser in the room for student to use on entering and before leaving.</p> </td> </tr> <tr> <td data-bbox="571 1684 1050 1796"> <p>Sufficient time is available for the enhanced cleaning regime to take place.</p> </td> </tr> </table>	<p>Between each pupil, Teacher should wipe down any resources or furniture that will be used for the next pupil with a wipe and spray (music stand, piano keys, stool and door handles). Teachers should allow 5 minutes for changeover between students in same year bubble and 10 minutes between students of different year bubbles</p>	<p>Next pupil should not enter room until advised by the Teacher and should wash their hands according to school practice before and after the lesson. Teacher will have sanitiser in the room for student to use on entering and before leaving.</p>	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>	<p>School</p> <p>Teacher. School to provide paper roll and spray. There will be spray and paper roll available to collect from the kitchen before teaching.</p>	<p>6</p> <p>4</p> <p>4</p> <p>4</p>
<p>Between each pupil, Teacher should wipe down any resources or furniture that will be used for the next pupil with a wipe and spray (music stand, piano keys, stool and door handles). Teachers should allow 5 minutes for changeover between students in same year bubble and 10 minutes between students of different year bubbles</p>							
<p>Next pupil should not enter room until advised by the Teacher and should wash their hands according to school practice before and after the lesson. Teacher will have sanitiser in the room for student to use on entering and before leaving.</p>							
<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>							
Waste disposal in place for potentially contaminated waste.	Everyone	There is a covered bin in the corridor for all potentially hazardous waste. This is disposed of at the end of the day.	School provided lidded bin.	6			

Teaching spaces	Teachers and pupils	<p>Teaching spaces have been made so that Social distancing is maintained. Singing, Flute, Brass and Saxophone lessons will take place in a large, well ventilated room (Vickers Auditorium or Raynor Room).</p> <p>Teachers to tape or use “footprint stickers” to indicate student area and teacher area.</p> <p>Teachers to use pull up Perspex banners to enhance safe space teaching.</p> <p>Teachers will remain in their rooms as much as possible and ensure their personal possessions are kept well away from students.</p> <p>Teachers will bring in their own food and drink, disposing of any rubbish in the covered bin in the corridor.</p> <p>All timetables must be sent to Mrs Hollands (Attendance Officer) at least 48 hours in advance of the teaching day. Students will be taught, as far as possible, in year blocks.</p>	School to arrange teaching space before first visit Teacher to provide tape and Perspex banners. Drum studio Perspex fold out screen to be used for drumming lessons	6
Surface transmission through clothing	Teachers Pupils	<p>Teachers should wear suitable attire for school and should not wear items of clothing that could transmit COVID 19, scarves, ties, long floaty clothing.</p> <p>Clothes should be clean on each day.</p>		4
Suspected and confirmed cases of COVID 19	Teachers Pupils	<p>Approach to suspected COVID 19 cases in place: during school day.</p> <ul style="list-style-type: none"> <li>● Teachers to carry mobile phones and in the event of a child displaying symptoms of COVID 19, they should call Mrs Hastings and ask her to contact the Medical Centre, who will then deal with the case in accordance with school policy.</li> <li>● The teaching space should then be cleaned as it would between sessions.</li> <li>● Any potential hazardous waste should be placed in the lidded bin.</li> </ul> <p>If the Teacher displays symptoms of COVID 19 they should follow current government guidelines, self-isolating until they have been tested.</p>	School and Teacher	6

		<p>They should not attend any face to face teaching scheduled that day but must inform the school.</p> <p>If a Teacher tests positive for COVID 19, they should contact the school to inform them. The school should then follow their own Risk Assessment procedure to contact any pupils of staff who have been in contact with the Teacher. The teaching space used by the Teacher should be deep cleaned in accordance to the school guidance.</p>		
<b>Section 2</b>		<b>Individual instrumental tuition 1-1</b>		
Surface transmission via instruments	Teacher and pupil	<p>Teachers and pupils should keep to their own instruments at all times. If the Teacher does need to check or mend an instrument, they should wear gloves supplied by the school if it is a woodwind or brass instrument. Any other instrument should be wiped down with a disinfectant wipe before fixing and then on return to the pupil. Teachers must not play on students' instruments, even to diagnose a problem.</p> <p>Drum teacher should have their own sticks for demonstration purposes. Drum Studio not be used as no adequate ventilation is available. Electronic drum kit set up in Grover. A keyboard will be available in each practice room that piano lessons are held, for the purposes of demonstration by the Teacher, to avoid the Teacher using the piano keyboard that the student is using.</p> <p>Students accessing the Student Instrument Store Room must sanitise instrument covers and cases before and after use and ensure instruments are kept apart from each other. Only one student in the store at a time will be allowed and teachers must ensure students abide by the instructions and sanitise before and after visiting the store. Door to store should be kept open at all times. Students to drop off their instruments in good time before the first academic lesson of the day.</p>	<p>Gloves provided by the teacher.</p> <p>Wipes provided by the teacher.</p>	<p>6</p> <p>4</p>
Airborne transmission	Everyone	Flute; at least 2m from the end of the instrument and from the mouthpiece.		6

		<p>Saxophone and brass at least 3m from the bell.</p> <p>Woodwind instruments with a bell that can release condensation should have the bell covered with a disposable cloth kept in place with an elastic band.</p> <p>Singing lessons should take place with students facing away from the Teacher and towards an open window at a distance of at least 3 metres.</p>	Cloths and bands provided by the school.	6
Surface transmission via sheet music	Everyone	All pupils must ensure they bring their own music books to each lesson. The Teacher must ensure they do not touch the pupils' music books. Pupils should make any markings or notes themselves, using a pencil they have brought to the session.		4
Airborne transmission – further precautions.	Teacher and pupil	<p>A large room with adequate ventilation to be used. All windows are to be kept fully open and rooms aired with the door kept open between lessons for at least 5 minutes to allow for adequate movement of air. All surfaces to be wiped down using sanitiser.</p> <p>Students to observe one-way system and avoid exiting the building whilst Drama Studio and/or Music Classroom student changeover takes place.</p> <p>Teachers to be responsible for thorough room cleaning before leaving. Once room properly aired, windows should be shut and room locked. Teachers to return cleaning materials to kitchen and sign out. Mrs Hastings to monitor.</p>	Rooms allocated to appropriate instrument lessons	4

Risk rating: 1-6 Monitor to ensure control measures are implemented consistently and that the rating remains valid.

Signed by Mrs Camilla Hastings

Date: 15<sup>th</sup> September 2020

Position held: Music Department Administrator