

COVENTRY SCHOOL FOUNDATION – Risk Assessment		(Form 2)
Foundation Area/Foundation School:	King Henry VIII Senior School	
Date of Assessment: 19/8/20	Name of Assessor: Robin Newton	
Location & Subject of Assessment: Teaching within music department		
Review Date:	Other Relevant Information: Undertaken within sitewide risk assessment	

Area/Activity Assessed:							
Summary of significant risks where action is required		Summary of controls to be implemented					
Contamination and infection from covid-19 virus.		Measures in line with government guidance as applicable to our environment: small teaching groups, strong hygiene practices to prevent spread of virus in line with government guidance, good respiratory hygiene, frequent cleaning of surfaces. Creating a teaching environment which minimises social contact and sharing of equipment.					
Reviewed / Approved by Senior Manager		Senior Manager:		Signature: P.Dearden, Headmaster		Date: 6 th September 2020	
Date Reviewed							
Reviewer / Signature							

What are the hazards?	Who will be affected?	Risk (possible harm)	Control Measures		Who by? Name	When? Date	Can this be achieved? Risk after measures?
			In Place	Action Required (to reduce risk)			
Social contact	Pupils and staff	Medium		<p>Students are in reduced teaching groups. Where possible, larger rooms will be used (MR1 over MR2, for example).</p> <p>Arrival and departure from the department to be carefully organised so as to avoid contact on stairwell in particular.</p> <p>In small group work, use of small practice rooms (MR4, MR5) to be avoided.</p>	RJN	Sept 20	Yes Medium
Sharing of equipment	Pupils and staff	Low		<p>In MR9, students to use single computer and headset. They should not share – if listening to another student’s work, they should use their own headset. Headsets and keyboards should be cleaned with anti-bacterial wipes before and after use.</p> <p>In group work with KS3, instruments should not be shared either within or between groups. Instruments should be cleaned before and after use.</p> <p>For instrumental teachers, equipment to clean keyboards must be present.</p> <p>Staff must not share instruments with students.</p>	RJN	Sept 20	Yes Low

Cleanliness of rooms	Pupils and staff	Low		<p>Rooms will be cleaned before and after school and during lunch according to the main school policy.</p> <p>In addition, every music room needs to have hand sanitiser, anti-bacterial spray, and wipes.</p>	RJN	Sept 20	Yes Low
Size of rooms for instrumental teaching	Pupils and staff	Low		<p>Instrumental teaching rooms must be large enough to maintain an appropriate distance between teacher and student. This means that we cannot currently use MR4, MR5, MR10, PR1, PR2.</p> <p>Both staff and students must be particularly aware of coughing and sneezing – do not do these towards each other and use sanitizer immediately afterwards.</p> <p>In lessons involving wind instruments and singing, students and staff should ensure that they do not face each other when playing.</p> <p>Try to keep rooms well ventilated – open doors or windows if possible.</p> <p>Staff must also ensure that they are careful of distance during entry and exit of students.</p> <p>If a different member of staff uses a room,</p>	RJN	Sept 20	Yes Low

				<p>equipment should be cleaned during the changeover.</p> <p>Ensure MR6 has soap and disposable towels.</p>			
VMT instruments	Pupils and staff	Medium		<p>There should be no sharing of instruments or parts of instruments, in particular mouthpieces, with the exception of pianos. In the case of needing to demonstrate on a piano, the keys should be cleaned before each new player. VMTs should endeavour to use an octave unused by the student.</p> <p>VMTs must be responsible for keeping their own equipment clean.</p>	RJN/AJK	Sept 20	Yes Low
VMTs visiting more than one school in a day	Pupils and staff	Medium		<p>VMTs should endeavour to manage their teaching so as to not visit more than one school in a day.</p> <p>However, there are occasions when VMTs may need to visit a school other than Henry's during a single day. In this event, they should be particularly strong on hygiene ensuring that before entering Henry's they wash hands and clean any equipment.</p> <p>They should also consider the use of a face mask which should be either new or cleaned between uses.</p>	RJN/AJK	Sept 20	Yes Low