

COVID-19 - RISK ASSESSMENT TEMPLATE

Teacher's name		Assessment Date	
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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.

