

Coronavirus Risk Register – risks of contracting COVID-19 associated with NMPAT activities

The risk register provided below, together with the underlying assessments, has been developed based on the following principles:

- That we will act together to ensure the safety and reassurance of all staff, children and young people
- COVID -19 is recognised as a workplace hazard. It must be managed in the same way as other workplace hazards
- Although social distancing regulations have been removed since July 2021, **it remains a sensible precaution to avoid crowded and congested areas and to wear face coverings in certain circumstances**
- It is necessary to **remain alert and recognise that all staff and pupils could potentially be carrying COVID-19**. Hand and respiratory hygiene remains crucially important
- **The need for adequate ventilation has surpassed PPE as the most important contributor to reduced risk** in the activities we normally undertake
- PPE will be recommended according to evidence of efficacy and assessment of risk

NMPAT endorses the July 2021 Guidance for Out-of-School Settings which states ‘As COVID -19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people’s education – particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September 2021’.

NMPAT is following Government guidance in relation to step 4 of the roadmap. Step 4 does not mark the end of the need for caution and restraint and although most adults have been vaccinated, this means making judgments about how to balance and minimise any risks from coronavirus.

All legal restrictions on activities were removed on 19th July 2021 but **there remains an imperative to be cautious and to take sensible measures to reduce the risk of transmission** by gradually increasing close contact and minimizing the number, proximity and duration of social contacts.

Specific areas of identified risk have been grouped into the following categories:

1. Basic COVID-19 infection prevention
2. Risks arising from teaching in schools and school settings
3. Additional risks arising from SEN/D and Music Therapy activities
4. Risks arising from specific activities carried out by individuals – Individual teaching
5. Risks arising from specific activities carried out by individuals – Groups and Ensembles
6. Risks arising at NMPAT Saturday Centres
7. Risks arising at the buildings at 125 Kettering Road

8. Risks arising generally
Specific risks:
9. Risks arising from specific instruments (including voice) and activities
10. Risks arising in relation to online teaching
11. *[Risks arising in relation to Early Years settings – to be drafted]*
12. *[Risks arising in relation to concerts and events – to be drafted]*
13. *[Risks arising in relation to residential courses – to be drafted]*

The usual combination of impact and likelihood have been put aside for the purposes of this Coronavirus risk register. This is because the impact is binary – you either get COVID-19 or you don't - but the consequences of contracting the disease seem to be more harmful in certain groups of people such as the elderly, diabetics, vulnerable, extremely vulnerable people and pregnant women. Similarly, the consequences for fully vaccinated adults and for children appear to be less harmful. For these reasons, we have chosen to attribute a range of numerical values, to the risk of passing on the virus, as our sole determinant of risk.

Risk of passing on COVID-19 descriptors

Risk value Range	Risk	Elements
0 – 10	Low risk of transmission	Being double vaccinated with [14] days having passed since the 2 nd jab; frequent cleaning; sanitisation carried out often; physical barriers in place ; congestion avoided; people passing or working back-to-back; masks worn when moving about corridors and busy spaces; measured CO ² levels less than 800 parts per million (ppm); greater than 8m ² of playing or working space per person (pp)
11 – 20	Moderate risk of transmission	Inherent transmission by touch alone; 1–2 metre distancing commonly experienced; people passing or working side-to-side; sporadic wearing of masks; Only single vaccinated; measured CO ² levels between 800 – 1,500 ppm; between 2m ² and 8m ² pp of playing or working space
21 – 30	High risk of transmission	Un vaccinated people; Inherent transmission by breath, cough and touch; shared items; less than 1m distancing commonly experienced; people passing or working face-to-face; clinically extremely vulnerable (CEV) people; infrequent or no wearing of masks; measured CO ² levels greater than 1,500 ppm; less than 2m ² pp of playing or working space

This document must be read in conjunction with the NMPAT COVID-19 safe in school settings – guidelines for NMPAT teaching staff attending school

I. Basic COVID-19 infection prevention

Coronavirus, COVID-19, is a highly transmissible disease which can be transmitted through touch, proximity and particularly as airborne particles; aerosols. There are now highly effective vaccinations which offer significant levels of protection.

Risk	Nature of activity; hazard or risk	Hazards identified	Initial risk estimate	Residual risk estimate	Risk mitigation
1.1	Catching or passing COVID-19 through touch	<ul style="list-style-type: none"> COVID-19 can be passed through touching surfaces which have previously been touched by an infected person 	15	0	Emphasis on transmission through touch has significantly reduced, but can be further mitigated by continuing to observe sensible basic hygiene <ul style="list-style-type: none"> Washing hands or sanitising frequently Regular room and surface cleaning by teacher and/or students Wearing gloves when handling potentially contaminated materials Use of Sursol on metal instruments
1.2	Catching or passing COVID-19 through proximity	<ul style="list-style-type: none"> There is increased risk of catching COVID-19 through close proximity with an infected person 	20	10	Continue to observe sensible social distancing: <ul style="list-style-type: none"> Staying 1m from other people Respect personal space Avoiding crowded environments Reducing the need to move around venues: eg: schools
1.3	Catching or passing COVID-19 through aerosol transmission	<ul style="list-style-type: none"> COVID-19 is primarily passed as an aerosol and can be breathed in by being in the same space as an infected person 	25	10	Continue to deploy mitigations to reduce infection by aerosol: <ul style="list-style-type: none"> Ensuring adequate ventilation and fresh air provision. Open windows, even in cooler months Using a portable screen to reduce projectile transmission of aerosols Wearing a face mask in <2m situations or when required by school Use of a visor for short term close proximity situations
1.4	Catching or passing COVID-19 through lack of medical protection	<ul style="list-style-type: none"> Those not vaccinated are at higher risk of infection and subsequent transmission 	30	5	The single biggest mitigation against transmission or reception of the COVID-19 virus is for employees to be vaccinated. Staff should also take advantage of boosters when available

Current Government advice regarding Face Coverings:

Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.

The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.

2. Teaching in schools and school settings

All elements of basic infection prevention apply. See **Section 1 Basic COVID-19 infection prevention**

In all school settings, NMPAT staff must abide by the risk assessment requirements of the host school in addition to the measures set out below. This section 2, together with sections 1, 3, 9 & 10, will be made available to all schools prior to the start of the school year and upon request thereafter.

NMPAT will be applying latest Government advice contained in [Schools coronavirus \(COVID-19\) operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/schools-coronavirus-covid-19-operational-guidance)

Staff should also follow requirements for regular (twice weekly) Lateral Flow Device (LFD) testing during September 2021, when Government advice will be reviewed

In addition staff should be aware of the following specific risks:

Risk	Nature of activity; hazard or risk	Hazards identified	Initial risk estimate	Residual risk estimate	Risk mitigation
2.1	Face-to-face music teaching	<ul style="list-style-type: none"> Potential to misunderstand or fail to follow the procedures operated by NMPAT or host schools 	25	5	<ul style="list-style-type: none"> Ensure that teachers are aware of the sources of information regarding virus transmission and risk e.g. https://coronavirusexplained.ukri.org/en/article/und0002/ Ensure that teachers are familiar with NMPAT's procedures – 'COVID-19 Safe in School Settings' Self test twice a week for Covid-19 virus using an approved LFD test kit during September 2021 Request host organisations' procedures and review centrally. Write up specific instructions where significant differences in procedure exist. Notify relevant teachers In the event of a member of staff contracting COVID-19, reporting procedures (both school and PHE) must be followed
2.2	Teaching room size	<ul style="list-style-type: none"> Room size too small to allow at least 2 m² per person 	30	30	<ul style="list-style-type: none"> Mitigation is not possible and this situation presents an unacceptable risk. Identify problem to host school and offer on-line alternative if other venues are not available
2.2a		<ul style="list-style-type: none"> Room size allows 2 – 8m² per person Social distancing inhibited by additional equipment 	25	5	<ul style="list-style-type: none"> Use NMPAT portable screen to reduce projectile transmission of aerosols unless 2m distance is available Teacher to enter room first to ensure a safe working environment Ensure adequate ventilation Work with school to reduce clutter and maximise available space Move equipment e.g. piano to facilitate safer use of the space

Risk	Nature of activity; hazard or risk	Hazards identified	Initial risk estimate	Residual risk estimate	Risk mitigation
2.3	Teaching room ventilation	<ul style="list-style-type: none"> Inadequate ventilation Airborne particles and contamination 	25	5	<ul style="list-style-type: none"> A gentle through flow of fresh air is required; windows should be kept open where possible – especially high level windows Fresh air is more important than physical comfort (warmth) Recirculated air with no fresh air component is an unacceptable teaching environment Avoid high intensity or high speed 'forced' ventilation Where there is no suitable ventilation, identify problem to host school and ask for another room; offer on-line alternative if other venues are not available In higher risk situations, use visor or face mask rather than nothing at all Consider test evaluation with CO² level monitor
2.4	Teaching room hygiene	<ul style="list-style-type: none"> Room hygiene 	21	5	<ul style="list-style-type: none"> Teaching rooms to be cleaned daily as part of school cleaning regime Chairs, music stands and other relevant surfaces to be cleaned in accordance with school protocols Teacher to wear disposable gloves for any cleaning Schools should provide supplies of suitable anti-virus cleaning materials but teachers to carry personal supplies of SurSol for instruments and equipment and use these in the absence of school supplies
2.5	Refreshments and extra equipment for teachers	<ul style="list-style-type: none"> School refreshment facilities may be more restricted Teaching materials and tools need to be transported 	10	0	<ul style="list-style-type: none"> A greater need for self-sufficiency is likely Teachers to take their own refreshment supplies – thermos/container for drinks; boxes containing food supplies Wheeled suitcase or equivalent is advised
2.6	Instruments and cases	<ul style="list-style-type: none"> Sharing of instruments 	30	0	<ul style="list-style-type: none"> Instruments should be allocated to specific students and not shared Where instruments have to be shared e.g. keyboards, they must be disinfected using SurSol or quarantined for the required period before use
2.7a		<ul style="list-style-type: none"> Surfaces may be contaminated Tuning, maintenance and adjustment needs to be performed 	21	5	<ul style="list-style-type: none"> Teachers are advised to use gloves when handling student's instruments and cases The application of SurSol to a wipe which is then used to wipe clean the touched areas (such as pegs) is acceptable. SurSol must not be used on wooden instruments
2.7b		<ul style="list-style-type: none"> Instruments issued, retrieved and transported for repair 	11	0	<ul style="list-style-type: none"> Arrange collection and delivery per NMPAT usual procedures Transport instruments in the car boot wherever possible Use gloves when handling instruments and cases
2.7c		<ul style="list-style-type: none"> Management of First Access stock 	11	0	<ul style="list-style-type: none"> Follow NMPAT quarantine system Clean with SurSol (except wooden instruments) Establish an ID system – cleaned/not cleaned

Risk	Nature of activity; hazard or risk	Hazards identified	Initial risk estimate	Residual risk estimate	Risk mitigation
2.8	First Access Projects	<ul style="list-style-type: none"> Proximity and group size Children swapping instruments Handling instruments/ adjusting/ repairing Demonstrations 	25	5	<ul style="list-style-type: none"> Work with school to establish safe delivery environment for the project – e.g. School Hall, smaller groups etc. Increasing ventilation as necessary Instruments to be allocated to specific children, not shared Instruments to be cleaned and quarantined between projects Gloves and SurSol are advised for use when handling student instrument for tuning and maintenance Consider use of NMPAT portable screen to reduce projectile transmission of aerosols Aim to deliver projects where room size enables more than 2m² of space per child Consider CO² monitoring on a test basis.
2.9	Working with children with SEN/D	<ul style="list-style-type: none"> Specific risks working with children with additional needs 	25	5	<ul style="list-style-type: none"> See Section 3 below
2.10	Recital team visits	<ul style="list-style-type: none"> Multiple teachers visiting school Large audience in “assembly” format Contamination of facilities Potential projectile transmission of the virus Shared transport (teachers) 	25	5	<ul style="list-style-type: none"> Agree specific procedures with each school as required Be prepared to provide mobile numbers for test and trace purposes or to scan a QR code Allow suitable set up time Ask if the school would prefer that the use of screens Increase ventilation as necessary
2.11	NMPAT Contemporary	<ul style="list-style-type: none"> Students swapping instruments Students using shared resources Students using school resources 	21	5	<ul style="list-style-type: none"> NMPAT Contemporary resources such as microphones and leads must not be passed from student to student in session It is advisable to give each used NMPAT Contemporary resource a wipe with virucidal cleaner before placing it in the storage box If school resources are used, they should be wiped clean with virucidal cleaner and this should be done after each session. Cleaning may be carried out by either NMPAT staff or by school staff/agents Each student should have their own instrument. Students must not swap instruments in-session.

3. Risks arising from SEN/D and Music Therapy activities

This section should be read in conjunction with section 2 – Risks arising from teaching in schools and school settings

Risk	Nature of activity; hazard or risk	Hazards identified	Initial risk estimate	Residual risk estimate	Risk mitigation
3.1	SEN/D or Therapy clients might contract COVID-19	<ul style="list-style-type: none"> • SEN/D or Therapy clients do not know they have the virus • SEN/D or Therapy clients might be asymptomatic • Symptomatic SEN/D or therapy clients may not report or have the capacity to report the fact 	20	15	<ul style="list-style-type: none"> • Check with school reception and, where appropriate, with students before each lesson/session by asking them • Make sure they don't appear to be showing symptoms • Refer any unwell students to school reception • Rely on a triage system with SEN/D and Music Therapy schools and confirmation by the schools and parents of the clients that individuals showing symptoms are not allowed in school and are self isolating
3.2	Face-to-face therapy delivery – including SEN/D and Music Therapy	<ul style="list-style-type: none"> • Close contact is an inherent risk – social distancing is often difficult to maintain • Some clients may be unable to follow instruction • Higher potential for contamination of instruments through salivation and reduced hygiene • Misdirected coughing and heavy breathing potential – enhanced risk of airborne particle transmission • Potential for uncontrolled, mistaken or offensive physical contact – e.g. spitting/seeking close personal proximity/touch • Requirement to hold hands while leading clients from area to area 	30	20 – perhaps 15 with enhanced PPE	<ul style="list-style-type: none"> • Risk assess individual clients and make alternative arrangements if risk is too high • Teach and remind clients about minimising physical contact with staff and other clients (recognising the difficulty of doing so in some cases) • Teach and remind clients about the importance of regular and rigorous hand washing and avoiding touching of face, mouth and nose • Wear a transparent face mask if possible (recognising that some clients need visual clues for better communication) • Avoid touching your own face, mouth and nose • Wear gloves • Reduce the range of therapeutic instruments in use • Clean instruments/equipment and resources between clients • Clean sensory equipment between clients • Consider dedicated instruments • Do not use wind instruments • Clean chairs and relevant surfaces between clients • Consider outdoor sessions (subject always to risk and hazard assessment) • Singing or chanting should be conducted at low volumes to reduce aerosols • Consider using NMPAT screen but be aware of potential obstruction hazard • Consider enhanced PPE (gloves/mask/visor/apron or gown) subject to guidance from host school. This may also involve donning and doffing procedures • Seek enhanced support from host school in the form of an agreed management plan per client. This should include the sharing of individual behaviour management plans where these are available

4. Individual Teaching

All elements of basic infection prevention apply. See **Section 1 Basic COVID-19 infection prevention**

This section 4 must be read in conjunction with sections, 7 (working at 125 Kettering Road), 8 (general) and 9 (specific instruments)

NMPAT will be applying latest Government advice contained in [COVID-19: Actions for out-of-school settings](#)

In addition staff should be aware if the following specific risks:

Risk	Nature of activity; hazard or risk	Hazards identified	Initial risk estimate	Residual risk estimate	Risk mitigation
4.1	Any staff (including teachers) might contract COVID-19	<ul style="list-style-type: none"> Staff might not know they have the virus Staff who contract the virus may not report this NMPAT may fail in its reporting obligations – PHE/schools/service users/staff 	20	5	<ul style="list-style-type: none"> Get vaccinated Check for symptoms on a daily basis - at home and in the office – new continuous cough and/or high temperature (>37.8 °C) or loss of taste/smell If symptoms appear – stop work, go home, self isolate, get PCR tested, follow test and trace guidelines, report the situation to the office Follow isolation guidelines in place at the time Teaching staff must engage twice weekly in the lateral flow testing programme during September 21 at least All staff to retain evidence of negative tests for 21 days Amend HR procedures, making it mandatory to report any change in COVID-19 status Follow PHE requirements for any incidents
4.2	Students might contract COVID-19	<ul style="list-style-type: none"> Students might not know they have the virus Students might be asymptomatic Symptomatic students may not report or have the capacity to report the fact Students may not maintain acceptable social distancing 	20	10	<ul style="list-style-type: none"> Check with students before each lesson/session by asking them (where appropriate) Make sure they don't appear to be showing symptoms Check temperature if in any doubt about a student Arrange for students who turn up ill or become ill during the lesson to be quarantined and for their parents to collect them
4.3	Coughs, colds and sneezes	<ul style="list-style-type: none"> Transmission of virus laden particles 	30	10	<ul style="list-style-type: none"> Catch it, bin it, kill it <ul style="list-style-type: none"> Cough or sneeze into a tissue Bin the tissue Dispose of bin contents frequently
4.4	Teaching room size	<ul style="list-style-type: none"> Maximum student occupancy should be matched to the room size Social distancing inhibited by additional equipment 	25	5	<ul style="list-style-type: none"> Use NMPAT portable screen to reduce projectile transmission of aerosols unless 2m distance is available Teacher to enter room first to ensure a safe working environment Ensure adequate ventilation Reduce clutter to maximise available space <ul style="list-style-type: none"> Move equipment e.g. piano's to facilitate safer space

Risk	Nature of activity; hazard or risk	Hazards identified	Initial risk estimate	Residual risk estimate	Risk mitigation
4.5	Teaching room ventilation	<ul style="list-style-type: none"> Inadequate ventilation Airborne particles and contamination 	25	5	<ul style="list-style-type: none"> All NMPAT teaching rooms have windows. Open windows and get a supply of fresh air going Recirculated air with no fresh air component is an unacceptable teaching environment Identify problem to the office/MM In higher risk situations be prepared to use visor or face mask Consider 'test evaluation' with CO² monitor
4.6	Teaching room hygiene	<ul style="list-style-type: none"> Room hygiene 	21	5	<ul style="list-style-type: none"> Teaching rooms to be cleaned daily as part of cleaning regime Chairs, music stands and other relevant surfaces to be cleaned between each student If possible, rotate the use of stands and chairs between students – sanitising/spraying the furniture out of use and bringing it back into use on a rotational basis Teacher to wear disposable gloves for any cleaning Teachers to use pink Jangro disinfectant where possible, failing which they should use their personal supplies of SurSol Bins to be emptied daily
4.9	Teaching from home	<ul style="list-style-type: none"> Teaching NMPAT students from private premises Public liability may be incurred <p>NB: Teachers are reminded that they are obliged by their terms and conditions of employment as briefed during the INSET training on Wednesday 2nd September 2020, to a) inform their line managers that they are teaching from home; b) draw up their own risk assessment; and c) ensure that their own insurance is in place.</p>	20	5	<ul style="list-style-type: none"> Teaching from home is prohibited unless the teacher has obtained and provides evidence of their own separate insurance cover Teachers should also produce a Risk assessment for their own premises including all COVID-19 risks NMPAT's insurers have provided an exception in relation to on-line teaching so that teachers are covered by NMPAT's policies while teaching on-line from their homes during the coronavirus pandemic. This extension will be withdrawn at some point in the future and insurers have undertaken to provide NMPAT with 30 days notice which will be passed on to teachers at the time NMPAT's extension does not apply to any private pupils which teachers may have and teachers are strongly advised to carry their own insurance.

5. Groups and Ensembles

All elements of basic infection prevention apply. See **Section 1 Basic COVID-19 infection prevention**

This section 5 must also be read in conjunction with sections 7 (working at 125 Kettering Road), 8 (general) and 9 (specific instruments)

NMPAT will be applying latest Government advice contained in [COVID-19: Actions for out-of-school settings](#)

In addition staff should be aware of the following risks:

Risk	Nature of activity; hazard or risk	Hazards identified	Initial risk estimate	Residual risk estimate	Risk mitigation
5.1	Face-to-face teaching of large groups	<ul style="list-style-type: none"> Virus transmission through the meeting of groups Students coming into close proximity with each other Unlimited group sizes – post stage 4 relaxations 	25	11	<ul style="list-style-type: none"> Maintain appropriate social distancing between students and teachers Use available space to permit maximum space between participants Adhere to arranged start/finish and break times to minimise congestion in corridors and car parks
5.2	Activity room size	<ul style="list-style-type: none"> Room sizes need to be reasonably matched to occupancy so as to avoid congestion 	25	5	<ul style="list-style-type: none"> Establish guidelines for each room – maximum number of occupants assuming not less than 2 m² per person Publish a list of rooms and their maximum occupancy Use NMPAT portable screen to reduce projectile transmission
5.3	Activity room ventilation	<ul style="list-style-type: none"> Inadequate ventilation Airborne particles and contamination 	25	5	<ul style="list-style-type: none"> Avoid high intensity/speed forced ventilation Open the windows – a gentle through flow of fresh air is preferred Recirculated air with no fresh air component is an unacceptable teaching environment In higher risk situations be prepared to use visor or face mask Be prepared to run the heating system concurrently with open windows Consider 'test evaluation' with CO² monitor
5.4	Activity room hygiene	<ul style="list-style-type: none"> Room hygiene 	25	5	<ul style="list-style-type: none"> Activity rooms to be cleaned daily as part of NMPAT cleaning protocols Chairs, music stands and other relevant surfaces to be cleaned in accordance with NMPAT cleaning protocols Reduce unnecessary equipment/clutter Teacher to wear disposable gloves for any cleaning Teachers to carry personal supplies of SurSol for instruments and equipment
5.5	Refreshments for teachers and pupils	<ul style="list-style-type: none"> NMPAT refreshment facilities are more restricted Tuck shop is a congestion point 	10	0	<ul style="list-style-type: none"> A greater need for self-sufficiency is likely The NMPAT kitchen can only be used by two people at a time if the shutters are closed Reintroduction of refreshment facilities (Tuck shop) delayed. Parents and members to be notified

6. Risks arising from NMPAT's activities at Regional Music Centres (Saturday Centres)

All elements of basic infection prevention apply. See **Section 1 Basic COVID-19 infection prevention**

Centres are run within schools settings and Centre staff must abide by the risk assessment requirements of the host school in addition to the measures set out below. This section 6 must be read in conjunction with sections 8 (general) and 9 (specific instruments)

NMPAT will be applying latest Government advice contained in [COVID-19: Actions for out-of-school settings](#)

Staff should also follow requirements for regular (twice weekly) Lateral Flow Device (LFD) testing during September, when Government advice will be reviewed

In addition staff should be aware of the following risks:

Risk	Nature of activity; hazard or risk	Hazards identified	Initial risk estimate	Residual risk estimate	Risk mitigation
6.1	Face-to-face centre activities	<ul style="list-style-type: none"> Potential to misunderstand or fail to follow the procedures operated by NMPAT or host organisations 	25	5	<ul style="list-style-type: none"> Ensure that centre staff are aware of the sources of information regarding virus transmission and risk e.g. [https://coronavirusexplained.ukri.org/en/article/und0002/] Ensure that centre staff are familiar with NMPAT's procedures – 'COVID-19 Safe in School Settings' Self test weekly for COVID-19 virus using an approved LFD test kit during September Request host organisations' procedures and review centrally. Write up specific instructions where significant differences in procedure exist. Notify relevant staff In the event of a member of staff contracting COVID-19, reporting procedures (both school and PHE) must be followed
6.2	Activity room size	<ul style="list-style-type: none"> Room size too small to allow at least 2m² per person 	30	30	<ul style="list-style-type: none"> Mitigation is not possible and this situation presents an unacceptable risk. Identify problem to host
6.2a		<ul style="list-style-type: none"> Room size allows 2 – 8m² per person Social distancing inhibited by additional equipment 	25	11	<ul style="list-style-type: none"> Ensure adequate ventilation Use portable screens to reduce transmission of projectile aerosols Move equipment to facilitate safer use of the space

Risk	Nature of activity; hazard or risk	Hazards identified	Initial risk estimate	Residual risk estimate	Risk mitigation
6.3	Activity room ventilation	<ul style="list-style-type: none"> Inadequate ventilation Airborne particles and contamination 	25	5	<ul style="list-style-type: none"> A gentle through flow of fresh air is required; windows and doors should be kept open where possible – especially high level windows Fresh air is more important than physical comfort (warmth) Recirculated air with no fresh air component is an unacceptable teaching environment Avoid high intensity or high speed 'forced' ventilation Where there is no suitable ventilation, identify problem to host and ask for another room; Consider test evaluation with CO² level monitor
6.4	Activity room hygiene	<ul style="list-style-type: none"> Room hygiene 	21	5	<ul style="list-style-type: none"> Activity rooms to be cleaned daily as part of host school's cleaning regime Chairs, music stands and other relevant surfaces to be cleaned in accordance with school protocols NMPAT staff advised to wear disposable gloves for any cleaning Schools should provide supplies of suitable anti-virus cleaning materials but centre staff to carry personal supplies of SurSol for instruments and equipment and use these in the absence of school supplies
6.5	Refreshments and extra equipment for centre staff	<ul style="list-style-type: none"> School refreshment facilities may be more restricted Materials and tools need to be transported Tuck shop is a congestion point 	10	0	<ul style="list-style-type: none"> A greater need for self-sufficiency is likely Centre staff to take their own refreshment supplies – thermos/container for drinks; boxes containing food supplies Tuck shops to be reinstated only once strategies to reduce congestion – reduced choice, staggered arrival times etc – have been put in place
6.6	Physical materials: Music notebooks, stationery, letters	<ul style="list-style-type: none"> Handling students' sheet music and stationery Students using music provided by centre staff 	11	0	<ul style="list-style-type: none"> Avoid handling student's materials Use own pencils/pens or other stationery
6.7	Instruments and cases	<ul style="list-style-type: none"> Sharing of instruments Students swapping instruments Students using shared resources Students using school resources 	30	0	<ul style="list-style-type: none"> Instruments should be allocated to specific students and not shared Where instruments have to be shared e.g. keyboards, they must be disinfected using SurSol or quarantined for the required period before use Resources such as microphones and leads must not be passed from student to student in session It is advisable to give each used resource a wipe with virucidal cleaner before storage
6.7a		<ul style="list-style-type: none"> Surfaces may be contaminated Tuning, maintenance and adjustment needs to be performed 	21	5	<ul style="list-style-type: none"> Centre staff are advised to use gloves when handling student's instruments and cases The application of SurSol to a wipe which is then used to wipe clean the touched areas (such as pegs) is acceptable. SurSol must not be used on wooden instruments
6.8	Working with children with SEN/D	<ul style="list-style-type: none"> Specific risks working with children with additional needs 	25	5	<ul style="list-style-type: none"> See Section 4

7. Working at 125 Kettering Road

Risk	Nature of activity; hazard or risk	Hazards identified	Initial risk estimate	Residual risk estimate	Risk mitigation
7.1	Main office occupation	<ul style="list-style-type: none"> Reception desk is too open to the public No floor markings Too much opportunity for anyone to enter and occupy the work space Some shared equipment 	25	10	<ul style="list-style-type: none"> Retain Perspex screens between work stations and barriers to restrict entry Ensure no more than 6 persons at any one time Increase ventilation at busy times Monitor CO² levels continuously Minimise use of shared equipment; buy staplers etc.
7.2	Kitchen area – use by staff	<ul style="list-style-type: none"> Contaminated surfaces Contaminated handles/taps/boiler handle Contaminated cups/crockery/cutlery Contaminated fridge contents Many kitchen items are handled; breathed over; cleaned Space is very confined Coughing or sneezing contamination of multiple items 	25	5	<ul style="list-style-type: none"> Run dishwasher every day Use hand sanitiser before entry to kitchen Keep kitchen door open at all times Place cleaning spray and blue roll at entrance door Enhanced cleaning schedule Not more than 2 persons at a time if the shutters are not open Everything put away If you happen to sneeze or cough while inside the kitchen, clean, wipe and disinfect after you!
7.3	Toilets	<ul style="list-style-type: none"> Toilet rooms are too small to accommodate more than 2 persons at a time Cleaning workload is high for the number of cubicles which can be used Exit handle may be contaminated 	30	10	<ul style="list-style-type: none"> It is acknowledged that toilet rooms are necessarily small but occupancy times are brief Close toilet from use when cleaning is taking place Clean surfaces regularly Wash hands for 20 seconds using soap Confirm signage and notices are in place in each toilet
7.4	Three person occupation of finance office – Room 9	<ul style="list-style-type: none"> More than 3 people is inadvisable 	20	0	<ul style="list-style-type: none"> Make this a three person office by asking MC to continue working from home Arrange workspace so that back to back is in place Monitor CO² levels continuously Remove 1 desk to free up working space Increase ventilation as required to keep CO² levels below 1,500 ppm
7.5	Three person occupation of Heads of Department office – Room 10	<ul style="list-style-type: none"> More than 3 people is inadvisable Occasional need for 3 people on BMT days 	20	12	<ul style="list-style-type: none"> Ask BH/LB to liaise so as to avoid (where possible) 4 person occupation Increase ventilation as required to keep CO² levels below 1,500 ppm Monitor CO² levels continuously
7.6	Four person occupation of Deputy Heads room	<ul style="list-style-type: none"> Maneuvering to leave the room is possible but only with care Use of the photocopier could be compromised 	20	12	<ul style="list-style-type: none"> Retain screen between desks Monitor CO² levels continuously Increase ventilation when more than 3 people are occupying
7.7	Five person occupation of the Staff Workroom	<ul style="list-style-type: none"> More than 5 people is inadvisable More than 4 people is possible for short periods 	15	12	<ul style="list-style-type: none"> Section off the workspace with dividers Prohibit further staff access when 5 staff are already using the room Encourage back-to-back passing Monitor CO² levels continuously

Risk	Nature of activity; hazard or risk	Hazards identified	Initial risk estimate	Residual risk estimate	Risk mitigation
7.8	Multiple use of the Staffroom	<ul style="list-style-type: none"> Narrow room (for multiple occupation) Potential for cross contamination 	30	16	<ul style="list-style-type: none"> Remove chairs leaving 2 remaining on each side Maximum 6 people rule to apply – fix signs Stagger lunch-breaks Use common room during the day Provide virucidal spray for use in the staffroom Monitor CO² levels continuously
7.9	Too many people in the Common Room and waiting in the Theatre area	<ul style="list-style-type: none"> Up to 15 people is feasible More than 15 people is inadvisable 	30	16	<ul style="list-style-type: none"> Remove sufficient chairs until 15 chairs remain Move rectangular table and leaflet rack underneath kitchen hatch windows Parents and carers should not occupy our common room or other waiting areas unless it is necessary Ask parents to remain in their cars wherever possible Advertise the fact that limited waiting facilities exist and fix a notice to the Common Room and in the Theatre waiting area
7.10	Doors at the base of the stairs	<ul style="list-style-type: none"> Contaminated door handles 	15	5	<ul style="list-style-type: none"> Use hand sanitiser just nearby door Include the door handles as part of the regular cleaning routine
7.11	Stairway at main entrance and stairway at door 3	<ul style="list-style-type: none"> Insufficient room for two people to pass without near contact 	15	5	<ul style="list-style-type: none"> Avoid passing on the stairs wherever possible. However, DfE guidance is that <i>'brief, transitory, contact such as passing in a corridor is low risk'</i>
7.12	Shower facilities – use by staff	<ul style="list-style-type: none"> Contaminated surfaces Contaminated storage or hanging facilities 	5	0	<ul style="list-style-type: none"> Close off the shower room for normal use
7.13	Incident reporting	<ul style="list-style-type: none"> Failure to report COVID-19 	15	0	<ul style="list-style-type: none"> Add requirement to report to sick reporting system In the case of an incident, notify Public Health England
7.14	Containment in the event of a suspected case of COVID-19	<ul style="list-style-type: none"> Spread of Coronavirus 	20	0	<ul style="list-style-type: none"> The baby changing room (disabled toilet) will be used as the medical containment room Stock of PPE will be maintained in the room. Comprising gloves/visor/face mask/apron/eye irrigation Parent/guardian to be contacted and student collected as soon as possible. Staff member to remain with student at all times but socially distanced as appropriate Room and any other room used e.g. toilet to be cleaned immediately after use
7.15	Pick up and drop off; parent waiting	<ul style="list-style-type: none"> Too many people arriving at the entrance Too many people in the corridors and Common Room 	30	[10]	<ul style="list-style-type: none"> Parents and carers should not be allowed into our Common Room unless it is necessary Fix signs limiting room occupation (common room and theatre space) to 15 Advisory use of face masks by adults
7.16	Library Access	<ul style="list-style-type: none"> Layout does not permit occupation by more than 3 people at the same time Library desk is too open No floor markings 	15	0	<ul style="list-style-type: none"> Fix notices to entrance Tape off floor with hazard tape Use full height screen at Jacqui's desk Use hand sanitiser

Risk	Nature of activity; hazard or risk	Hazards identified	Initial risk estimate	Residual risk estimate	Risk mitigation
7.17	Narrow corridors and walkways	<ul style="list-style-type: none"> Corridors and walkways are narrow and may become congested 	10	5	<ul style="list-style-type: none"> Discourage gatherings and meetings in corridors DfE and PHE guidance is that “while in general, groups should be kept apart, brief, transitory contact, such as passing in a corridor is low risk”
7.18	Confined spaces in ‘The House’	<ul style="list-style-type: none"> The lobbies are too small to accommodate many people waiting As students pass each other, there may be contamination risks in confined spaces 	11	5	<ul style="list-style-type: none"> Fix notices advising limit of three No more than 3 students to wait outside teaching rooms in the House – 2 downstairs and 1 upstairs Wherever possible, Students to wear face masks while waiting in the lobby areas.

8. General including non-teaching

Risk	Nature of activity; hazard or risk	Hazards identified	Initial risk estimate	Residual risk estimate	Risk mitigation
8.1	Gate Opening	<ul style="list-style-type: none"> Handle and bolts might be contaminated; smooth surfaces; access by members of the public and high risk individuals Multiple actions after returning to vehicle could contaminate interior of vehicle 	11	0	<ul style="list-style-type: none"> Wash hands or use hand sanitiser after gate opening/closing
8.2	Entrance door – gaining entrance	<ul style="list-style-type: none"> Contaminated surfaces – bell push and buttons Contaminated handles Coughing or sneezing – contamination of surrounding area 	15	5	<ul style="list-style-type: none"> Hand sanitiser gel (alcohol based) placed immediately upon entrance Appropriate signage at keypad/bell push Appropriate signage upon entrance
8.3	Multiple occupancy by Piano Tech	<ul style="list-style-type: none"> Long corridors/multiple doors increase risk of surface contamination Use of kitchen by multiple occupants - rules difficult to enforce Surface contamination of multiple rooms/pianos Disregard of testing and vaccination controls by their CEO 	25	20	<ul style="list-style-type: none"> Allocate door 7 as the entrance door for Piano Tech Piano Tech to draw up risk assessments Piano Tech students and leader to undertake weekly LFD testing Expectation of compliance with testing expectations added to hire agreement
8.4	Instrument collection from or delivery to schools	<ul style="list-style-type: none"> Contaminated hire vehicle Contaminated surfaces and instruments Two person lift 	20	5	<ul style="list-style-type: none"> Obtain assurance from van hire company, or clean interior with virucidal spray Wear disposable gloves Wear face mask Operate written collection/delivery procedure
8.5	Alcohol based sanitising gels are flammable	<ul style="list-style-type: none"> A direct flame applied to the gel causes it to ignite and burn until fuel is exhausted 	10	0	<ul style="list-style-type: none"> Indirect heat will not ignite the gel unless extremely high (>350 °C) Avoid leaving gel and containers in direct sunlight Do not smoke or use open flame in close proximity
8.6	Any staff (including teachers) might contract COVID-19	<ul style="list-style-type: none"> Staff might be asymptomatic and not know they have the virus Staff who contract the virus may not report this NMPAT may fail in its reporting obligations – PHE/schools/service users/staff 	20	5	<ul style="list-style-type: none"> Check for symptoms on a daily basis - at home and in the office – new continuous cough and/or high temperature (>37.8 °C) or loss of taste/smell If symptoms appear – stop work, go home, self isolate, get PCR tested, follow test and trace guidelines, report the situation to the office Follow isolation guidelines in place at the time Staff working at Kettering Road should engage weekly in the lateral flow testing programme. Home test kits are available from community testing stations, pharmacies and on-line Teaching staff must engage twice weekly in the lateral flow testing programme during September 21 All staff to retain evidence of negative tests Amend HR procedures, making it mandatory to report any change in COVID-19 status Follow PHE requirements for any incidents

Risk	Nature of activity; hazard or risk	Hazards identified	Initial risk estimate	Residual risk estimate	Risk mitigation
8.7	Staff may be highly vulnerable to COVID-19	<ul style="list-style-type: none"> Staff may be clinically extremely vulnerable (CEV) Staff may be living with, or caring for, someone else who is CEV Staff may pass on infection to someone who is CEV 	30	11	<ul style="list-style-type: none"> Maintain awareness of who is on the CEV list Accommodate any switch of teaching roles which may be possible Maximise ventilation in teaching rooms; provide CO² monitor to record a typical week's teaching Enhance PPE requirements – as appropriate; wear a mask as much as possible Follow Government/HR guidelines on conducting risk assessments on and providing support to this group
8.8	Students might contract COVID-19	<ul style="list-style-type: none"> Students might not know they have the virus Students might be asymptomatic Symptomatic students may not report or have the capacity to report the fact Students may not maintain acceptable social distancing 	25	15	<ul style="list-style-type: none"> Check with school reception and with students before each lesson/session by asking them Make sure they don't appear to be showing symptoms Stop teaching if the student appears unwell Rely on school triage systems Refer any unwell students to school reception
8.9	Staff wellbeing	<ul style="list-style-type: none"> Teachers and therapists may feel higher stress levels and anxiety Personal safety concerns will be elevated leading to stress and uncertainty Concerns about NMPAT support for individuals will be elevated 	20	10	<ul style="list-style-type: none"> Establish new peer support group and/or buddy system Conduct survey and do risk assessment on staff in the CEV group Increase frequency of meeting with managers; ensure whole groups are covered; involve assistants in meaningful round robins; managers to allocate time as required Publish and send support information to all staff Ensure staff are properly briefed – NMPAT and school procedures – as a means of reducing uncertainty
8.10	Coughs, colds and sneezes	<ul style="list-style-type: none"> Transmission of virus laden particles 	30	10	<ul style="list-style-type: none"> Catch it, bin it, kill it Cough or sneeze into a tissue Bin the tissue Dispose of bin contents frequently Follow enhanced hand cleaning routines – wash with soap and water for at least 20 seconds, or use an alcohol based sanitiser
8.11	Test and trace	<ul style="list-style-type: none"> Staff contracting COVID-19 need to make that information available Staff may come into close contact with a potential carrier of coronavirus 	20	10	<ul style="list-style-type: none"> Self test on a regular basis using an approved LFD Follow test and trace guidelines on what to do if you are contacted: https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works A record of all visitors to the Kettering Road site must be maintained Provide contact details when requested Notify schools concerned if a staff member becomes unwell with coronavirus symptoms

Risk	Nature of activity; hazard or risk	Hazards identified	Initial risk estimate	Residual risk estimate	Risk mitigation																																							
8.12	PPE and cleaning materials	<ul style="list-style-type: none"> Lack of PPE and cleaning materials – gloves and masks in particular might reduce safety and prevent us from delivering our services Lack of stock rotation Covid variants may arise in the future – necessitating stocks 	25	5	<ul style="list-style-type: none"> Stocktake of PPE on a regular basis (at least 1x per week) Be aware of any relevant 'use by' dates and rotate PPE Current stock levels: <table border="1"> <thead> <tr> <th>PPE product</th> <th>Minimum stock (re-order level)</th> <th>Re-order quantity</th> </tr> </thead> <tbody> <tr> <td>Nitrile (non latex) gloves (mix of med/large)</td> <td>1,000</td> <td>2,000</td> </tr> <tr> <td>SurSol – Disinfectant – 500ml</td> <td>50</td> <td>100</td> </tr> <tr> <td>SurSol – Disinfectant – 100ml</td> <td>50</td> <td>100</td> </tr> <tr> <td>SurSol – Facemask sanitiser</td> <td>50</td> <td>100</td> </tr> <tr> <td>Disposable aprons</td> <td>10</td> <td>20</td> </tr> <tr> <td>Disposable facemasks</td> <td>100</td> <td>100</td> </tr> <tr> <td>Visors</td> <td>10</td> <td>20</td> </tr> <tr> <td>Hand sanitiser gel – BK140-5</td> <td>5L</td> <td>10L</td> </tr> <tr> <td>Virucidal spray – bottles BA053-75</td> <td>6</td> <td>12</td> </tr> <tr> <td>Virucidal spray – refills BA053-5</td> <td>5L</td> <td>10L</td> </tr> <tr> <td>Blue cloth rolls – AF113</td> <td>10</td> <td>20</td> </tr> <tr> <td>Portable Screens (from Braunston Print)</td> <td>5</td> <td>10</td> </tr> </tbody> </table>	PPE product	Minimum stock (re-order level)	Re-order quantity	Nitrile (non latex) gloves (mix of med/large)	1,000	2,000	SurSol – Disinfectant – 500ml	50	100	SurSol – Disinfectant – 100ml	50	100	SurSol – Facemask sanitiser	50	100	Disposable aprons	10	20	Disposable facemasks	100	100	Visors	10	20	Hand sanitiser gel – BK140-5	5L	10L	Virucidal spray – bottles BA053-75	6	12	Virucidal spray – refills BA053-5	5L	10L	Blue cloth rolls – AF113	10	20	Portable Screens (from Braunston Print)	5	10
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8.12a	Cleaning materials	<ul style="list-style-type: none"> Un-diluted Jangro Virucidal cleaner is potentially hazardous and must be handled according to the safety data sheet and training guidelines Diluted Jangro virucidal cleaner may cause skin irritation 	30	5	<ul style="list-style-type: none"> The 5 litre containers of Jangro virucidal cleaner (product ref BA053-5) must only be handled by the site manager or his delegated staff Safety Data Sheets are held by the site manager and by M Malitskie Dilution of the product into spray bottles must be carried out by trained staff wearing gloves and a protective visor or protective glasses. Eye contact with the undiluted BA053-5 must be avoided and appropriate medical attention sought if accidental eye contact occurs Spray bottles of diluted BA053-5 are safe to use. Avoid eye contact. Prolonged skin contact may cause irritation – use gloves if necessary 																																							

9. Specific Instruments (including Voice)

Risk	Nature of activity; hazard or risk	Hazards identified	Initial risk estimate	Residual risk estimate	Risk mitigation
9.1	Woodwind	<ul style="list-style-type: none"> Adjustment and handling of student's reeds Reeds may be contaminated 	30	5	<ul style="list-style-type: none"> Teachers are advised to use gloves when handling student's reeds Students to buy their own reeds Students to be taught how to use their own basic reed adjusting tools Tools such as plaques, pliers, reed knives, abrasive products, to be cleaned with SurSol after every use
9.1a		<ul style="list-style-type: none"> Cleaning and removing clogging of keys 	30	5	<ul style="list-style-type: none"> Teachers are advised to use gloves when handling student's instruments
9.1b		<ul style="list-style-type: none"> Cross contamination through use of shared equipment: headjoint, mouthpiece 	30	10	<ul style="list-style-type: none"> Teachers should never use a student's mouthpiece or headjoint If it is necessary to play a student's instrument, the teacher should use their own mouth piece and headjoint and wear gloves
9.1c		<ul style="list-style-type: none"> Aerialisation of virus laden particles 	20	5	<ul style="list-style-type: none"> NMPAT screens used to protect from projectile dispersal in the air Students play side to side – all blowing across instrument in the same direction Increased social distancing may be necessary Additional measures may be needed for flutes Ensure adequate ventilation
9.1d		<ul style="list-style-type: none"> Condensation 	25	5	<ul style="list-style-type: none"> Water vapour condensate ('condensate') must not be drained to the open floor, but onto absorbent paper instead Students to be seated, where possible (easier to collect condensate drains) Absorbent paper can be used to clear condensate falling from instruments
9.2	Brass	<ul style="list-style-type: none"> Oiling valves Lubricating trombone slides Lubricating tuning slides 	30	5	<ul style="list-style-type: none"> Teachers are advised to use gloves when handling student's instruments
9.2a		<ul style="list-style-type: none"> Aerialisation and breath 	20	5	<ul style="list-style-type: none"> NMPAT screens used to protect from projectile dispersal in the air Students play side to side – all blowing across instrument in the same direction Increased social distancing may be necessary Ensure adequate ventilation
9.2b		<ul style="list-style-type: none"> Releasing water vapour condensate using water keys/valve 	25	5	<ul style="list-style-type: none"> Water vapour condensate ('condensate') must not be drained to the open floor but onto absorbent paper instead Students to be seated where possible (easier to collect condensate drains) Absorbent paper can be used to clear condensate falling from instruments (schools to make available); where condensate falls on the floor, floor to be sprayed with virucidal and wiped before next student starts
9.3	Strings	<ul style="list-style-type: none"> Tuning pegs/adjusters need to be handled by teachers 	25	5	<ul style="list-style-type: none"> Teachers are advised to gloves when handling students' instruments Consider visor for frequent close proximity work
9.4	Percussion	<ul style="list-style-type: none"> Cross contamination from shared use of equipment: <ul style="list-style-type: none"> Use of spare beaters and sticks Shared beaters Drumhead contact – wrists and hands Drum handling 	25	5	<ul style="list-style-type: none"> Sharing of equipment to be avoided wherever possible Students to wash hands prior to activity Students to clean equipment with SurSol after each session Teacher to clean spare beaters and sticks before and after use – teacher to wear gloves

Risk	Nature of activity; hazard or risk	Hazards identified	Initial risk estimate	Residual risk estimate	Risk mitigation
9.4a		<ul style="list-style-type: none"> Cross contamination from handheld percussion such as tambourines and shakers Typically small and fiddly items of equipment 	25	5	<ul style="list-style-type: none"> Students to wash hands prior to activity Teachers to clean with SurSol after each student – teacher to wear gloves
9.4b		<ul style="list-style-type: none"> Teacher modelling using the same equipment 	25	5	<ul style="list-style-type: none"> Avoid prolonged 'close contact' If modelling, ask student to move 2m away or place NMPAT screen so that 1m distancing is possible Wear gloves or re-sanitise between demonstrations as necessary
9.5	Guitar	<ul style="list-style-type: none"> Tuning pegs need to be handled by teachers 	25	5	<ul style="list-style-type: none"> Encourage students to tune their own instruments (app based solutions are available) Teachers are advised to wear gloves when handling students' instruments
9.5a		<ul style="list-style-type: none"> School stock instruments may be contaminated 	25	0	<ul style="list-style-type: none"> Avoid using school stock unless these can conform to the NMPAT quarantine procedure (Quarantine label with date enabling a Quarantine period of 3 days)
9.6	Keyboards Use of school pianos/keyboards	<ul style="list-style-type: none"> Contaminated keyboard Modelling using the same keyboard 	25	5	<ul style="list-style-type: none"> Teachers to use own electronic keyboards where possible Student to sanitise their hands – teacher to observe student's actions during lessons and verify that sanitary conditions are maintained during the lesson Wipe keyboard with cloth sprayed with SurSol Teachers are advised to wear gloves or re-sanitise between demonstrations as necessary
9.6a		<ul style="list-style-type: none"> Physical proximity likely to be closer than other instrument teaching 	20	5	<ul style="list-style-type: none"> Avoid prolonged 'close contact' If modelling, ask student to move 2m away or place NMPAT screen so that 1m distancing is possible Wear face mask if 2m cannot be maintained
9.7	Vocal	<p>One to one lessons:</p> <ul style="list-style-type: none"> Higher aerosol emission rates for loud singing compared to breathing or speaking Some individuals produce a greater mass of droplets and aerosols than others Some individuals carry a higher viral load than others but it is not possible to identify which Aerialisation of virus laden particles Loud singing and warm-up activities (mf or greater and plosive consonants) should recognise the additional risk of viral transmission 	20	10	<ul style="list-style-type: none"> NMPAT screens may be used to protect from projectile dispersal Maintain social distancing where feasible Vocal lessons should not take place in an unventilated room Ensure adequate ventilation during lessons Adapt volume and diction style to reduce aerosols
9.7a		<p>Choirs and class singing:</p> <ul style="list-style-type: none"> Aerialisation of virus laden particles Higher aerosol emission rates for loud singing compared to breathing or speaking Some individuals produce a greater mass of droplets and aerosols than others Some individuals carry a higher viral load than others but it is not possible to identify which Loud singing and warm-up activities (mf or greater and plosive consonants) should recognise the additional risk of viral transmission 	20	10	<ul style="list-style-type: none"> Director to be distanced from the choir where possible Singing classes should not take place in an unventilated room Ensure adequate ventilation during rehearsals Consider 'test evaluation' with CO² monitor in rooms where there is a concern Adapt volume and diction style to reduce aerosols

Risk	Nature of activity; hazard or risk	Hazards identified	Initial risk estimate	Residual risk estimate	Risk mitigation
9.8	Classroom teaching	<ul style="list-style-type: none"> • Shared instruments 	25	5	<ul style="list-style-type: none"> • Shared instrument trolleys should not be used • Aim to use those instrument sets which are easy to clean and disinfect or use table top objects e.g. pencils, as sound makers • Teaching assistants to follow existing school protocols which may include disinfecting sets between lessons

10. Risks arising in relation to on-line teaching in schools

This section is concerned with the risks associated with the delivery of school-based lessons on-line and must be read in conjunction with the NMPAT E-Safety Policy and Child Protection Policy.

In the event of a further lockdown, or teacher isolation, these protocols would form the basis for avoiding a break in lessons.

Risk	Nature of activity; hazard or risk	Hazards identified	Initial risk estimate	Residual risk estimate	Risk mitigation
10.1	Platform suitability	<ul style="list-style-type: none"> The delivery platform may not facilitate safe use NMPAT approved platforms only to be used 	20	5	<ul style="list-style-type: none"> NMPAT has evaluated Microsoft Teams, Zoom and Google classroom and no other platforms may be used Set up protocols for the use of Zoom and Teams have been established. These are designed to ensure the safe operation of the 'meeting space' between the teacher and the student Disable: chat, file transfer, feedback to Zoom, remote control, arrive before host Enable: waiting room Instructions for the setting up and use of each platform are written up and distributed to schools and to parents/guardians of the students Teaching staff may only use NMPAT email addresses and NMPAT approved delivery platforms. Teaching staff are forbidden to use their own personal email accounts for on-line delivery purposes
10.2	Lesson initiation	<ul style="list-style-type: none"> Unauthorised lessons might be initiated Authorized lessons might be initiated at the wrong time 	20	5	<ul style="list-style-type: none"> A member of the school staff must be made aware of the timetable for school based lessons and should be present at the beginning of each session Lesson initiation should be done between the teacher and the school representative NMPAT teachers are forbidden to have unsanctioned contact or contact outside agreed timetables
10.3	Lesson delivery	<ul style="list-style-type: none"> School representatives may not be aware that a lesson with an individual student has commenced Lesson quality may be disturbed and safeguarding may be compromised Inappropriate clothing/background/room settings Screen sharing may disclose inappropriate material Students may leave your sightline or switch off their camera Students may become ill or distressed during the lesson 	20	5	<ul style="list-style-type: none"> School staff are encouraged to 'look in' on lessons as they are held. This is for safeguarding and technical support purposes NMPAT teaching staff must have an active mobile contact number for school staff, for use in an emergency or where a safeguarding issue has arisen On-line teaching sessions to be recorded and retained for a minimum of one month and a maximum of one year (refer to guidelines for Zoom lesson recordings). Recordings to be transferred to OneDrive on the nmpat.co.uk cloud. If any school objects to the retention of recordings, we must arrange for written assurance that a school representative will be present throughout each session. Upon receipt of assurance, it will not be necessary to record the session. Personal devices should have notifications turned off Audio and video settings should be set as per NMPAT detailed guidance for each platform Teachers must wear suitable clothing - as if they were teaching in a school environment

Risk	Nature of activity; hazard or risk	Hazards identified	Initial risk estimate	Residual risk estimate	Risk mitigation
					<ul style="list-style-type: none"> Teachers must deliver sessions from a neutral setting, free of inappropriate art work, distractions and intimate items. Teaching must not be conducted from a bedroom Consider use of standard Zoom backgrounds Students must be located in an appropriate room according to school guidelines. If receiving lessons at home (e.g. due to bubble operation), students must be appropriately dressed as if for school and must not be taught if they are located in their bedroom Material required for the lesson should be loaded into memory and all other programmes must be closed prior to screen sharing Care must be taken, if sharing YouTube content, that any associated adverts are age appropriate for the student If students leave your sight line or switch off their camera, ask them to return to shot or switch on their camera and remind them that you may have to stop the lesson if they don't keep within your view or if they behave in an inappropriate manner In the case of an ill or distressed student, make immediate contact by mobile with the school representative or parent/guardian as necessary
10.4	School on-line guidelines	<ul style="list-style-type: none"> NMPAT may not be aware of the guidelines issued by individual schools 	20	0	<ul style="list-style-type: none"> NMPAT teachers to be provided with a copy of the on-line guidance issued by each school
10.5	Parental/guardian consent	<ul style="list-style-type: none"> Parents or guardians may not be aware that on-line teaching is being conducted Parents or guardians may not give their permission for the delivery of on-line tuition On-line delivery to home settings for whatever reason 	20	0	<ul style="list-style-type: none"> Schools to be responsible for obtaining specific consent to the delivery of on-line tuition In direct billing schools, parental consent to be obtained directly from the parent/guardian through their own email addresses Lists of consents obtained to be maintained by the school. No child may be taught unless they appear on the list of consented on-line teaching Where school lessons are delivered to a home setting (perhaps in the case of a child illness or for 'bubble maintenance'), parents must have consented to a home contact and contact can only be made via the parent who must be present at the start and end of each lesson
10.6	Safeguarding	<ul style="list-style-type: none"> Teachers may become aware of child safeguarding matters There may be an on-line disclosure by a child 	5	0	<ul style="list-style-type: none"> Normal child safety procedures to be followed. School safeguarding representative and NMPAT safeguarding representative must be notified as normal