



## Lesson Risk Assessment Reviewed 9<sup>th</sup> September 2024

- Whole Class lessons
- Individual/small group lessons
- Safeguarding outline
- Covid/Flu considerations

In addition to the below, please note the following:

- Tutors will wash hands or use sanitiser (as the school prefers) on entry and exit of the school.
- Tutors will follow any additional protocols required of them by schools (*e.g. following one-way systems, working with schools during their first visit to agree a system to ensure pupils attend - especially in primary schools, etc...*).
- Pupils will be taught in the classes as set by the school.
- A suitable room which is well ventilated, observing the specific requirements covered under the ‘Teaching’ and ‘Teaching Room’ section within the ‘Keeping Yourself and Others Safe’ Policy.
- Tutors will familiarise themselves with the school’s own Risk Assessment and policies, along with following any protocols set by the school.
- Tutors are responsible for checking with the school that any sanitising liquid used to clean their hands or instruments is allowed to be used in school. Tutor’s own hand sanitiser should only be used personally by the tutor and not shared with the students. Tutors should ensure they keep it on themselves at all times and leave the school with any sanitiser they brought in, so it cannot be picked up and used inappropriately by a student(s).

- **Music for Life Contact Information:**
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- **Registered Office** - Lymm Business Centre, Davies Way, Lymm, Cheshire. WA13 0QW. Registered in England and Wales - Number 3548287
- **Managing Director** - Dan Gooch-Peters | 07483 136380
- **Designated Safeguarding Lead** - Debbie Grierson | 07484 060801

Hazard	At Risk	Control Measure(s)	Responsibility
Whole Class specific considerations			
Space in the teaching room	Pupils, Tutors & School Staff	<ul style="list-style-type: none"> <li>• Adequate space should be made available around the pupils during the lesson. EG - chairs and tables moved prior to students entering the lesson or lessons to be held in a school hall.</li> <li>• No children should move large classroom furniture such as chairs/tables and extra care taken when instruments are distributed at the start of the lesson.</li> </ul>	Tutors & Staff

Instruments	Pupils, Tutors & School Staff	<ul style="list-style-type: none"> <li>Instrument cases should be stored out of the way during the lesson such, as under the students' chairs (for small cases) or to the side of the room for larger cases.</li> <li>Students to be shown how to safely put instruments together and how to close/open instrument cases during the first lesson.</li> <li>Instrument cases to be stored safely in school, below the height of the head of the tutor. Places will be set by the school and if the tutor feels the space isn't safe, they should take measures to protect themselves, for example, the use of a school ladder if the cases are stored on a top shelf. Tutors shouldn't stand on chairs or desks to bring instruments down. If there is any doubt about the storage place in school, tutors should speak to the school directly and also let Music for Life know of their concerns.</li> <li>Wind and brass Instruments should be wiped at the start and end of each session. Students should only play their instrument for the duration of the session and where possible, the term.</li> </ul>	Pupils, Tutors & Staff
Electrical equipment	Pupils, Tutors & School Staff	<ul style="list-style-type: none"> <li>Where possible and as appropriate, tutors should use individual school electrical equipment for PAT testing safety considerations, with cables secured to the floor/covered as per school protocol.</li> <li>If a tutor wishes to use their own electrical equipment such as a speaker or laptop, it should be shown to the school prior to their teaching session. If there is doubt, the school and/or tutor should check with Music for Life.</li> </ul>	Tutors & Staff
Excess noise	Pupils, Tutors & School Staff	<ul style="list-style-type: none"> <li>The importance of playing quietly in a group of 30 should be instilled into students from the first lesson. Particularly important for Wind, Brass and Percussion projects.</li> <li>When a tutor or member of staff is speaking, tutors should adopt good practice and ensure the students aren't to play unnecessarily.</li> <li>Percussion such as samba should be played only in a large space such as a school hall.</li> <li>If the noise is a problem for some students, tutors should speak to a member of school staff and refer to them for an alternative arrangement for the child - EG the student could leave the room for a few minutes with another member of staff.</li> <li>Foam earplugs are available from Music for Life for all whole class projects, should there be any student request this.</li> </ul>	Pupils, Tutors & Staff
One to One/Small group specific considerations			
Teaching Room	Pupils, Tutors & School Staff	<ul style="list-style-type: none"> <li>The teaching room should be well ventilated for both Covid and when considering the probable amount of time a tutor could be in there.</li> <li>The teaching door should have a clear, transparent window. If this isn't the case, tutors are encouraged to teach with the door ajar, following guidance recommendations within the teaching section, 'Keeping Yourself and Others Safe' Music for Life Policy.</li> </ul>	Tutors & Staff

Teaching materials	Pupils Tutors	&	<ul style="list-style-type: none"> <li>Age appropriate teaching material should be used by tutors in lessons. For singers, lyrics to songs should be checked thoroughly and no explicit or inappropriate topics should be sung.</li> </ul>	Tutors
Electronic equipment	Pupils Tutors	&	<ul style="list-style-type: none"> <li>Flight mode should be adopted if a phone/tablet has been cleared by the school for use in lessons. This will stop any messages coming through to the device if it is being used during the lesson in a way such as to display music.</li> <li>Some tutors have a dedicated device for teaching with various functions disabled, such as the camera 'app' deleted. Wherever possible, this is a great idea as it keeps teaching apps separate, removes any risk of messages coming through and schools can be shown the device used for teaching has basic functionality, only pertinent to tuition.</li> </ul>	Tutors
'Keeping Yourself and Others Safe' and 'online lesson' document	Pupils Tutors	&	<ul style="list-style-type: none"> <li>Tutors should familiarise themselves with the Music for Life, 'Keeping Yourself and Others Safe' Policy. This highlights potential risks they face when teaching in a one to one/small group setting. This document is shared at the beginning of each academic year and when a new tutor starts teaching with Music for Life, as well as displayed on the Music for Life website.</li> <li>If tutors are teaching online via Skype, this should only be done by using the Skype account that MfL creates for each tutor. If they are to teach online, they should familiarise themselves with the online lesson agreement which highlights the potential issues associated with teaching online.</li> </ul>	Tutors
<b>Safeguarding</b>				
School Documents	Pupils, Tutors & Staff		<ul style="list-style-type: none"> <li>Tutors should familiarise themselves with each school's specific risk assessments and associated documents. Tutors should find out during their first visit to the school who the Designated Safeguarding Lead is and who is the registered first aider at school. If in any doubt, tutors should ask any member of staff for assistance during their teaching visit.</li> </ul>	Tutors & Staff
DBS & safeguarding	Pupils Tutors	&	<ul style="list-style-type: none"> <li>All tutors are DBS checked in accordance with LA advice, this is done prior to any teaching with Music for Life can start, or if there is any break in teaching with Music for Life over three months, for example, maternity leave.</li> <li>Safeguarding training is required every three years, with Music for Life hosting a safeguarding training event every third July. If a tutor misses this, they are required to undertake the training (at their own expense if applicable) and time before continuing.</li> </ul>	Tutors and MfL
MfL Safeguarding Lead	Pupils Tutors	&	<ul style="list-style-type: none"> <li>Debbie Grierson is the Designated Safeguarding Lead at Music for Life. Any queries or concerns should be shared directly with her for her to deal with accordingly.</li> <li>Debbie's number is made available to all tutors for both in school and out of school activities such as the Saturday ensembles.</li> <li>Should Debbie be unavailable, tutors are encouraged to speak to the Managing Director, Dan Gooch-Peters.</li> <li>Schools should work with Debbie for any safeguarding concern for any child taught by a Music for Life tutor.</li> </ul>	Tutors, Staff & MfL

COVID -19/Flu			
Instruments	Pupils, Tutors & School Staff	There must be enough instruments in school for one instrument per pupil and instruments should be individually named. Pupils must use their allocated instrument only. If a pupil does not have their instrument, borrowing an alternative is only possible in some cases, such as non-blown instruments like guitar or percussion. Adequate cleaning of hands and instrument should be adopted before and after the instrument is used and shared.	Tutors, Pupils & Staff
Instruments	Pupils & Tutors	Schools and tutors should reinforce that if a pupil's instrument is taken home, it should only be used by the individual pupil. Schools might consider having a designated space where instruments are to be stored.	Tutors, Pupils & Staff
Instruments	Pupils & Tutors	Where projects require the collective use of equipment (e.g. percussion) equipment should be left for 72 hours after use. If consecutive classes require the equipment then it is advised to be sanitised between uses and hands must be washed by pupils.	Tutors, Pupils & Staff
Instruments	Pupils, Tutors & School Staff	When many instruments require handling before a lesson (e.g. for tuning) tutors should clean their hands before and after this process. Tuning should be done without the pupils present wherever possible. Before the session commences, all pupils should clean their hands.	Tutors, Pupils & Staff
Instruments	Pupils, Tutors & School Staff	If the need to handle a pupil's instrument is unavoidable (e.g. maintenance) tutors and/or staff must wash their hands thoroughly <b>before &amp; after</b> the process and avoid touching other equipment or their face. Equipment used for maintenance should be sterilised after use and before being taken from the school.	Tutors & Staff
Instrument	Pupils & Tutors	Tutors must only play their own instruments and model good practice on their own instrument.	Tutors
Instrument	Pupils, Tutors & School Staff	For <b>woodwind &amp; brass</b> instruments, mouthpieces should be sanitised before first use. Water keys should not be vented directly onto the floor. Newspaper or paper towels should be used to soak up water and players should clear up their own.	Tutors, Pupils & Staff
Equipment	Pupils, Tutors & School Staff	Computer/audio equipment and piano keys must be sanitised before and after each teaching session. Hands must be washed thoroughly each time. Schools should consider sanitising seating in between use by pupils.	Tutors & Staff



Dan Gooch-Peters  
Managing Director - Music for Life