

Appendix 1

WSfG Risk Assessment – PE (Dance, Fitness and Aerobics)

No.	Hazard/ hazardous event (what can go wrong)	People at risk	Measures	Risk rating
1	Getting or spreading coronavirus by not washing hands/ sanitising or not washing them/ sanitising adequately	Teacher and participants	<ul style="list-style-type: none">• Students will hand-sanitise before leaving the classroom and wear masks for travelling.• Students to hand sanitise when returning to the classroom at the end of the lesson.• Posters on wall showing students how to sanitise.• Teachers to remind students how to sanitise correctly.	Medium
2.	Getting or spreading Coronavirus through proximity in the Hewett hall and Norris hall in KS3 and KS4 lessons	Teacher and participants	<ul style="list-style-type: none">• Students to be spaced 2m distance apart.• The max of 31 one students in either the Hewett hall or Norris hall including one teacher.• When travelling across the floor students to leave a 2-3m gap between other students to reduce risk of contamination.• Regular cleaning of frequently touched surfaces more using standard products.• Cleaning in between classes and time for ventilation.• Students not permitted to work with bare feet.• Windows open and doors open to allow fresh air and ventilation in the halls• Students to face forward.• Students to bring their own water bottle.• Teachers to completely avoid contact work• Teacher aware of school procedure if students make teacher aware of symptoms.• Warm-up exercises will be modified and will not include physical contact and students to stay 2 metres away from each other.• During the lesson students to remain 2 metres away from each other and to ensure they face forward.• Minimal equipment used. If equipment used to be sanitised after the lesson with anti-bacterial spray.• If equipment cannot be sanitised equipment should be left for 72 hours.	Medium

			<ul style="list-style-type: none"> • Student to have their own zone they must stay in when working in groups. • Schemes of work to be adapted so that group sizes for practical work are small groups and either pairs or three where possible; if larger groups are necessary, then 2 metre distance rule rigorously enforced. • Students to be instructed not to come into physical contact with one another and not to raise voices. • Only team sports identified in the governments team sports framework will be allowed in school • The DFE guidance will always be followed • The following advice has been followed: <ul style="list-style-type: none"> ○ guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport ○ advice from organisations such as the Association for Physical Education and the Youth Sport Trust ○ guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents • The work with external coaches, clubs and organisations for curricular and extra-curricular activities have been carefully considered and operate within the school’s wider protective measures in this risk assessment. • No extra curricular club will run this half term. • Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing’. 	
--	--	--	--	--

Appendix 2

WSfG Risk Assessment – PE (Trampolining and Gymnastics)

No.	Hazard/ hazardous event (what can go wrong)	People at risk	Measures	Risk rating
1	Individual student medical issues.	Students with medical issues.	PE Staff aware of medical issues of students. Students are reminded about their personal responsibility for their own safety and students taught the correct procedures for using the trampolines.	Medium
2.	Unsafe equipment.	Students and staff while moving trampolines or performing. Students can get bruising, muscle soreness	Teacher to inspect each bed prior to use for loose springs and bolts, and the condition and position of coverall pads. Annual equipment checks for H&S by external organisation (2012 - Continental Sports). Regular monitoring by PE Staff. Teacher to check at start each of unit. Students urged to point out problems to staff if they see them. Pads are fitted over the framework and checked by staff member each lesson. If trampoline parts become loose or faulty trampoline to be out of use. Teacher in charge to inform head of department and head of department to let the business manage know to book in the trampoline maintenance engineer. Trampolines will always have a yearly inspection by the trampoline maintenance engineer. Ensure that the spring protectors are covering the springs and all are securely fastened to the spring so they do not come loose.	Medium
	Hazards surrounding the trampolines (walls, benches, etc.).	Students while performing.	Minimum 1m space between outer lines and any barrier/1m between adjacent beds. Teacher to discuss safe practice at start of unit. Activities planned with suitable safe buffers near walls. Roller stands placed in a secure manner well away from the working area.	Medium
	Students being injured while moving and setting up/taking down trampolines.	Students while moving or setting up/taking down equipment. Student could get bruising, dislocation, broken bones	A systematic and deliberate procedure for positioning, assembling and folding trampolines will be in place, requiring trained staff to oversee set up. Where students are mature and strong enough to assist, they will be closely supervised by staff ready to give assistance if necessary. Students instructed at start of unit on safe practices for moving and setting up trampolines. Students must follow staff instructions at all times. Students should always wear trainers if helping to set up trampolines. Staff member will direct trampoline out of cupboard with support of students. Staff member will begin opening of trampoline until legs are on the ground. Students will assist in the lowering of the legs under staff instruction and be	Low

			<p>reminded exactly how to do this safely. At least three students will help to open one end of trampoline. Staff member with student assistance will also open the same end on the other side. Staff member will remind students of instructions during the process. Students/staff member will insert legs of trampoline under staff member guidance. Staff member and students will open second end of trampoline. Additional students will be instructed on helping to open the second end. Students/staff member will insert legs of second end of trampoline under staff guidance. Staff member will check legs after assembly of trampoline. Regular Teacher-led discussions on safe practice. Student are only allowed to touch the trampoline if a teacher is present. Trampolines will be stored in locked cupboard when not being used. Trampolines will be set up in locked sports hall and students will enter following a staff member when they are being used throughout a day. There will therefore be no unsupervised access to the trampolines. When unfolding a trampoline, care should be taken to ensure:</p> <p>At least two trained staff or persons working under supervision may set up the equipment Care is taken when unfolding Feet are kept away from the wheels The trampoline is angled and lowered carefully, and the lower leg section held firmly, so that it does not crash to the floor The frame sections are opened with a firm, continuous movement, with steady force applied and maintained to prevent them from springing back Hands, fingers and arms are kept well away from the hinges Teacher in charge watch the video link below every year to refresh memory https://www.continentalsports.co.uk/77-trampoline-instruction-video Teachers to ready the instruction manual https://gymaid.com/files/7415/5119/7474/Eurotramp_Trampoline_Assembly_Instructions.pdf https://www.continentalsports.co.uk/pub/media//documents/trampoline_owners_manual.pdf</p> <p>And one for dismantling the trampoline:</p> <p>When folding a trampoline, care should be taken to ensure: The wheels are securely housed The frame sections are closed using a firm, continuous movement, with</p>	
--	--	--	--	--

			<p>steady force applied and maintained to resist the tension of the springs or cables</p> <p>Fingers, elbows and wrists are kept clear of all hinges</p> <p>Feet are kept well away from the wheels</p> <p>The lower frame and leg sections are positioned inside the upper frame and leg sections as the trampoline is rotated from the horizontal to the vertical</p> <p>Once folded, trampolines should be locked to prevent unauthorised use, which can be done by locking together two lines of one of the leg chains</p> <p>watch the video link below</p> <p>https://www.continentalsports.co.uk/77-trampoline-instruction-video</p> <p>teachers to read instruction manual</p> <p>https://gymaid.com/files/7415/5119/7474/Eurotramp_Trampoline_Assembly_Instructions.pdf</p> <p>https://www.continentalsports.co.uk/pub/media//documents/trampoline_owners_manual.pdf</p>	
	Before students get on the trampoline.	Staff and students. Student and staff could get muscles soreness, bruising, dislocation	<p>Teacher in charge should check before any one gets on the trampoline.</p> <ol style="list-style-type: none"> 1. All leg braces have been properly fitted and the hinge units are securely housed 2. All adjustments are tight 3. Metal frames and springs or cables of trampolines should be covered by fixed coverall pads which should be regularly checked for wear and tear 4. The bed is clean and free from damage of any kind 5. Allen screws are tight (if present) 6. The wheeling device is operating smoothly and the pivotal housing on the frame holds the hub of the wheeling mechanism at right angles without any movement of the hub and the housing 7. Any weight-absorbing mattresses used are of a sufficient size and weight absorbency to meet the requirements of body impact 8. Where there are multi-trampolines they are positioned end to end with a safety mat placed between the ends of the adjacent trampoline. Where they are positioned side by side they should be separated by at least 2m or be directly touching 9. The space under and around trampolines should be clear and free from obstructions 10. Four spotters should be available when the trampoline is in use one each side well back from the frame 11. Mats are placed around the trampoline where there is a risk of a fall 	Medium

			<p>especially with inexperienced or disabled students</p> <p>12. During use roller stands should be placed in a secure manner well away from the working area</p> <p>13. Teachers / instructors always supervise the setting up and removal of the equipment</p> <p>14. Staff constantly monitor the condition of the equipment on a day-to-day and lesson-by-lesson basis</p> <p>15. Damaged trampolines should never be used until they have been repaired or replaced</p>	
	If student become injured on the trampoline.	Staff and students. Injuries that could happen; broken bones, whiplash, dislocation, bruising, concussion, sprains, hitting yourself for example knee hitting chin, tooth to fall out, muscle soreness, pulled muscle, nose bleed.	<ol style="list-style-type: none"> 1. Students to be told during the first lesson what to do if a student is injured. 2. Teachers to be aware of the school first aid procedure. 3. If students become injured on the trampoline to for example back, neck, knee, leg injury student to remain on trampoline and not to be moved. 4. If the teacher in charge can support the student without bouncing the springs then do so. 5. Call for first aid and first aid to continue with the school first aid procedure 6. Trained first aider to assess the situation. 7. Call for ambulance if needed if not need student to go to the first aid room for further assessment. 8. Inform parents/ carers of the students involved 9. First aider to log incident onto the school system. 	Medium
	Students being injured while performing on trampolines.	Students while performing injuries will be same as if the student becomes injured on the trampoline row above.	<p>Students instructed at start of unit on safe practices for using trampolines and the procedures and rules that must be followed. Students will be instructed to jump in the middle of the trampoline bed to afford enough space not to bounce off the trampoline entirely. Staff member will reiterate the importance of body tension and control when bouncing to ensure students stay in the middle of the trampoline bed. Students will be instructed to stop bouncing by bending legs if they move away from centre of trampoline bed then move back to the middle when they are under control. Long hair should be tied back, all jewellery must be removed and clothing must be appropriate. Teacher to check this at start of lesson. Minimum 6 spotters per trampoline, teacher to constantly monitor student compliance with this expectation. Students reminded not to walk or stand on the frame of the trampoline. On first lesson students instructed of safest</p>	Medium

			<p>way to mount trampoline e.g. mount stomach facing the bed of the trampoline, nudging forward. When dismounting students are regularly reminded of the correct and safe procedure. They must slowly walk to side of trampoline after completing finishing bouncing, sit on the side pad of trampoline then slowly slide onto the floor in a controlled way. Only one participant will use the trampoline at a time. There will be no hard objects e.g. basketball fixtures or surfaces that could cause injury or harm in the vicinity of the trampolines. Trampolines will always be set up in an open space with no objects nearby and sufficient space around each trampoline. The sports hall ceiling is at least 5m high from the floor and there are no hanging objects near the trampolines. Trampolines will be set up well away from the walls and the fire exits.</p>	
<p>Additional Comments: PE Staff should ensure they are fully familiar with supporting advice and information found in the Association for Physical Education document <u><i>Safe Practice in PE and School Sports</i></u> (2008)</p>				

Appendix 3a

WSfG Risk Assessment – Drama

No.	Hazard/ hazardous event (what can go wrong)	People at risk	Measures	Risk rating
1	Spread of Covid-19 Coronavirus in KS3 Lessons	Staff and students	<ul style="list-style-type: none"> • Students to be taught classroom-based lessons until such time as the Hewett Hall is available. • When the Hewett Hall becomes available (completion of temporary classrooms), the dividing wall between G10 and the Hewett will be removed to create a much larger teaching space. Instructions for practical activities and groupings will be given in the classroom. Groups will also be allocated a work area. They will go straight to their work area when they arrive at G10/Hewett. Students will hand-sanitise before leaving the classroom, wear their masks for travelling and sanitise when arriving in G10/Hewett, as per standard procedure. The transition between the classroom and G10 will be timed to avoid coming into contact with students in other year-group bubbles. • Schemes of work to be adapted so that group sizes for practical work are small – pairs and threes. Students to be instructed not to come in to physical contact with one another and not to raise voices. • Warm-up exercises will be modified and will not include physical contact or exertion, or vocal exercises. • Equipment will not be used as far as possible. Where necessary, eg chairs, these will be wiped down before and after use. • Students will be responsible for their own log books and writing equipment. Schemes which involve scripts to be modified, with key extracts copies and included in individual log books. • The Hewett Hall will be used for the sharing of work. The audience will sit in traverse in order to avoid physical contact. • Windows in Hewett Halls to be opened for ventilation, weather permitting. • Students will be taken back to the classroom or to break/lunch following standard procedure with hand sanitising and mask-wearing. 	Medium

2.	Spread of Covid-19 Coronavirus in KS4 Lessons	Staff and students	<ul style="list-style-type: none"> • Students to be taught classroom-based lessons until such time as the Hewett Hall is available. • When the Hewett Hall becomes available (completion of temporary classrooms), the dividing wall between G10 and the Hewett will be removed to create a much larger teaching space. Instructions for practical activities and groupings will be given in the classroom. Groups will also be allocated a work area. They will go straight to their work area when they arrive at G10/Hewett. • Students will hand-sanitise before leaving the classroom, wear their masks for travelling and sanitise when arriving in G10/Hewett, as per standard procedure. • The transition between the classroom and G10 will be timed to avoid coming into contact with students in other year-group bubbles. • Component 3 text-based work: scheme adapted to allow for social distancing. Each student to be issued with their own personal copy of the text to bring to lessons. More texts are being purchased to allow every GCSE student to have their own copy. • Component 1 devising: students to work on adapting their existing devised work to incorporate an element of social distancing and to avoid physical contact. They will be encouraged to make as much of it front-facing as possible and to avoid raising voices. • Chairs will be wiped down before and after use. • Students will be responsible for their own equipment, with no sharing permitted. • Students will be prompted to sanitise at regular intervals and all standard procedures to be adhered to. • Windows in Hewett Halls to be opened for ventilation, weather permitting. 	Medium
----	--	--------------------	---	--------

Appendix 3b.

WSfG Risk Assessment - Drama (rehearsals after school/during Easter holidays)

No	Hazard/Hazardous Event (What can go wrong)	People at risk	Measures	Risk Rating - High/Med/Low
1	Spread of Covid-19 Coronavirus in rehearsals After school	Staff and students	<ul style="list-style-type: none"> • Ensure that the dividing wall between G10 and the Hewett is removed to create a much larger rehearsal space. • If F11 used, door to be kept open for the duration of the rehearsal • Students to be met at gates at the end of the school day and escorted to Hewett Hall by ECO. Rehearsals to be scheduled on days that allow this to happen. • A register of students in attendance will be given to the front office at the start of the rehearsal. • Students to hand sanitise upon arriving in the Hewett Hall. • Warm-up exercises will be modified and will not include physical contact or exertion, or vocal exercises. • Equipment will not be used as far as possible. Where necessary, eg chairs, these will be wiped down before and after use. • Sanitiser and wipes available in rehearsal space. • Student will sit at least two metres distance away from each other. • Masks will be worn when students not actively rehearsing. • The play itself will be adapted to maintain social distance • Windows in Hewett Halls to be opened for ventilation. • Students to be sanitise at the end of the rehearsal and to be escorted off-site by ECO 	Medium

No	Hazard/Hazardous Event (What can go wrong)	People at risk	Measures	Risk Rating - High/Med/ Low
2	Spread of Covid-19 Coronavirus in holiday rehearsals		<ul style="list-style-type: none"> • Ensure that the dividing wall between G10 and the Hewett is removed to create a much larger rehearsal space. • If F11 used, door to be kept open for the duration of the rehearsal • Students to be met at reception doors the by ECO (promptly, to avoid close contact between waiting students). Students will hand-wash before being escorted to Hewett Hall by ECO. • Students will sign in upon arrival and ECO will keep register of attendees. • Warm-up exercises will be modified and will not include physical contact or exertion, or vocal exercises. • Equipment will not be used as far as possible. Where necessary, eg chairs, these will be wiped down before and after use. • Sanitiser and wipes available in rehearsal space. • Student will sit at least two metres distance away from each other. • Masks will be worn when students not actively rehearsing. • The play itself will be adapted to maintain social distance • Windows in Hewett Halls to be opened for ventilation • Students to be hand sanitise at the end of the rehearsal and to be escorted off-site by ECO • ECO to communicate rehearsal details to parents, including measures outlined in this RA. and obtain parental consent. 	Medium

No.	Hazard/ hazardous event (what can go wrong)	People at risk	Measures	Risk rating
1	Spread of Covid-19 Coronavirus in KS3 Lessons	Staff and students	<ul style="list-style-type: none"> • Students to be taught classroom-based lessons until such time as the Hewett Hall is available. • When the Hewett Hall becomes available (completion of temporary classrooms), the dividing wall between G10 and the Hewett will be removed to create a much larger teaching space. 	Medium

			<p>Instructions for practical activities and groupings will be given in the classroom. Groups will also be allocated a work area. They will go straight to their work area when they arrive at G10/Hewett. Students will hand-sanitise before leaving the classroom, wear their masks for travelling and sanitise when arriving in G10/Hewett, as per standard procedure.</p> <p>The transition between the classroom and G10 will be timed to avoid coming into contact with students in other year-group bubbles.</p> <ul style="list-style-type: none"> • Schemes of work to be adapted so that group sizes for practical work are small – pairs and threes. Students to be instructed not to come in to physical contact with one another and not to raise voices. • Warm-up exercises will be modified and will not include physical contact or exertion, or vocal exercises. • Equipment will not be used as far as possible. Where necessary, eg chairs, these will be wiped down before and after use. • Students will be responsible for their own log books and writing equipment. Schemes which involve scripts to be modified, with key extracts copies and included in individual log books. • The Hewett Hall will be used for the sharing of work. The audience will sit in traverse in order to avoid physical contact. • Windows in Hewett Halls to be opened for ventilation, weather permitting. • Students will be taken back to the classroom or to break/lunch following standard procedure with hand sanitising and mask-wearing. 	
2.	Spread of Covid-19 Coronavirus in KS4 Lessons	Staff and students	<ul style="list-style-type: none"> • Students to be taught classroom-based lessons until such time as the Hewett Hall is available. • When the Hewett Hall becomes available (completion of temporary classrooms), the dividing wall between G10 and the Hewett will be removed to create a much larger teaching space. <p>Instructions for practical activities and groupings will be given in the classroom. Groups will also be allocated a work area. They will go straight to their work area when they arrive at G10/Hewett.</p> <ul style="list-style-type: none"> • Students will hand-sanitise before leaving the classroom, wear their masks for travelling and sanitise when arriving in G10/Hewett, as per standard procedure. 	Medium

			<ul style="list-style-type: none"> • The transition between the classroom and G10 will be timed to avoid coming into contact with students in other year-group bubbles. • Component 3 text-based work: scheme adapted to allow for social distancing. Each student to be issued with their own personal copy of the text to bring to lessons. More texts are being purchased to allow every GCSE student to have their own copy. • Component 1 devising: students to work on adapting their existing devised work to incorporate an element of social distancing and to avoid physical contact. They will be encouraged to make as much of it front-facing as possible and to avoid raising voices. • Chairs will be wiped down before and after use. • Students will be responsible for their own equipment, with no sharing permitted. • Students will be prompted to sanitise at regular intervals and all standard procedures to be adhered to. • Windows in Hewett Halls to be opened for ventilation, weather permitting. 	
--	--	--	--	--

Appendix 4

WSfG Risk Assessment – Music

No.	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/ Low
21	Exposure to Covid-19 during music.	Music staff and students.	<ul style="list-style-type: none"> • Students will be physically distanced during lessons, where possible the lesson will be undertaken outside. • Performing Arts lessons will take place within year group bubbles (KS3) and social distancing option groups (KS4) • Students will be positioned back-to-back or side-to-side when playing, singing or acting whenever possible. • Wind and brass players should be positioned to that the air from their instrument does not blow into another player. • Microphones should be used as much as possible to ensure quiet singing. 	Medium

			<ul style="list-style-type: none"> • Instruments should not be shared during lessons and sanitised after use. • The school will keep up to date with government guidance. Performing Arts Staff will adapt the guidance from the Department for Culture, Media and Sport (DCMS) which outlines the 5 stage roadmap to ensure activities remain safe for performances. • All music equipment will be cleaned before a different 'bubble' uses it. Background or accompanying music will be kept to levels which do not encourage teachers or other performers to raise their voices unduly. • A limited number of peripatetic teachers can be engaged but they will be expected to comply with arrangements for managing and minimising risks, taking particular care to maintain distances from staff and students. The number on contacts should be minimised and a log kept and shared with the school in the event of infection 	
	Exposure to Covid-19 during music.	Peripatetic Teaching: Music staff and students.	<p>Social distancing for all lessons (Extended social distancing for singing and woodwind – no brass in our school currently). Plastic pull down screens to separate woodwind/singing teacher and students. Plastic screens wiped down between each lesson. Are there other available areas? - Halls? Outside?</p> <p><u>Minimise contact between individuals:</u> Lessons limited to 20 mins individual or paired – minimising contact. All year groups attend in their bubble – Y7 students first, then Y8, then Y9 to minimise contact. Students to be paired with other students in their year group (no mixed year group pairs) for the lessons. Peri staff to only go to their lesson room after washing their hands – door propped open and left open for full day. Peri staff should not access any other rooms. Registers must be kept with teachers and emailed to HBR by Friday of that week. No scores to be handed to students. Students must have their own music and their own instruments. Music stands to be wiped down after each lesson. Stands to be used on a rotation.</p> <p>Only one peri teacher in school at any one time. Drum and piano lessons to take place side by side and distanced – doors must stay open.</p>	Medium

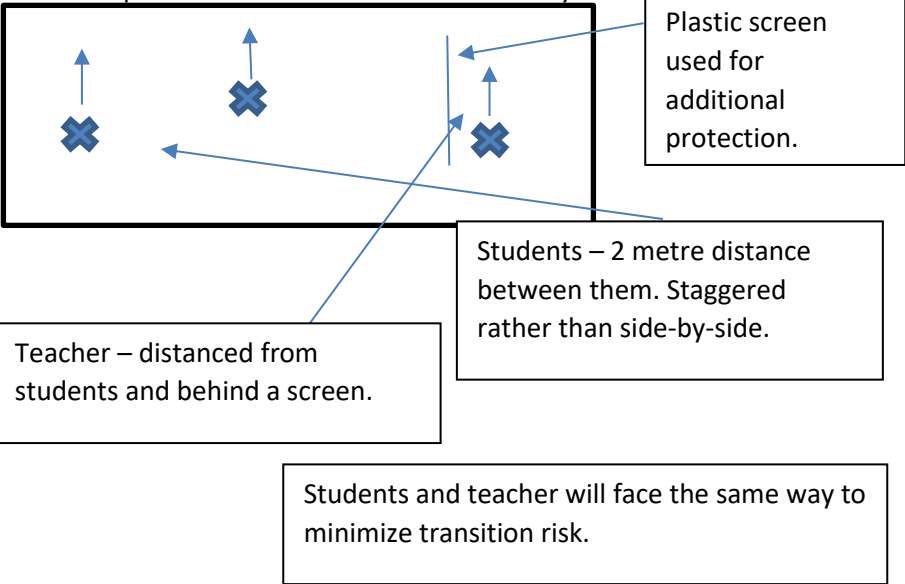
			<p>Woodwind and Singing will need distancing and plastic screens. (Flute, Voice, Clarinet, Bassoon, Oboe, Saxophone). Bass guitar, guitar and string lessons can continue with additional distancing.</p> <p>W26 (Computer room in the Music Department) to be used for these lessons if the door is open and the windows into canteen are also open. This room is available every day apart from Thursday Week A so lessons could take place in this room daily.</p>	
	Exposure to Covid-19 during music.	Year 7 Curriculum Lessons – Term 1: Music staff and students.	<p>Student’s lessons will take place in classrooms – All students will be reminded to face forwards at all times. No equipment will be used as students are learning through body percussion. This will ensure that the risk of transmission remains low. Logbooks will be handed out at the start of the topic and students will take these home. Background music will be used but will remain at a low level to ensure that teacher does not have to raise voice. No singing or chanting will be used in this term. Any vocal noises used in the body percussion pieces will be replaced with a physical movement/ noise. Risk Assessment will be re-visited for term 2.</p>	Medium
	Exposure to Covid-19 during music.	Year 8 Curriculum Lesson – Term : Music staff and students.	<p>Students will use IPADS to complete a composition project based on Vivaldi’s Four Seasons. On site lessons will take place in classrooms – The students will be reminded to face forward at all times. Off-site lessons will be taught via TEAMS. Students will have their own individual IPADS which they will keep. Logbooks will be handed out at the start of the year and students will keep them and take them home. No instruments or equipment will be used for the first term which ensures the transmission rate is low.</p>	Medium
	Exposure to Covid-19 during music.	Year 9 Curriculum Lessons: Music staff and students.	<p>On site lessons will take place in classrooms – The students will be reminded to face forward at all times. Off-site lessons will be taught via TEAMS. Logbooks will be handed out at the start of the year and students will keep them and take them home. No instruments or equipment will be used for the first term which ensures the transmission rate is low.</p>	Medium

	<p>Exposure to Covid-19 during music.</p>	<p>Year 10 and 11 - Curriculum Lessons: Music staff and students.</p>	<p><u>Performance:</u> Students will work on solo performance pieces at home. No performance lessons to take place in school. When students are performing for recording purposes (this will need to happen in the first term) they will follow the following guidelines:</p> <ul style="list-style-type: none"> • Performances will only take place in W33. • Students must remain in their seats facing forward. • Performer will stand at the front of the room – facing forward to avoid aerosol transmission from student to student. • Performer and audience will be separated with plastic pull down screen that will be disinfected after each performance. • Performer and teacher will be separated with plastic pull down screen that will be disinfected after each performance. • Practise rooms will not be used at any point. • Singers will perform using a microphone. • Microphones will be provided for each singer – they will not be shared between performers. • All music stands and microphone stands will be assigned to specific students and disinfected at the end of the day. • No ensemble performance to be prepared this term. This will be revised when AQA release final changes to Music Coursework requirements. <p><u>Composition:</u></p> <ul style="list-style-type: none"> • Composing will be completed using the computers in W26. • No live composition (using instruments) will take place during school lessons. • Students will stay at the same computer throughout the lesson. • Year 10 classes will swap rooms at lunchtime as they are taught at the same time and both classes need access to computers in order to compose. When the classes swap, they will wipe down chairs, keyboards and mice however no cross contamination will occur as both classes are in Year 10 and therefore in the same bubble. • When students need to record audio (vocals) they will need to use their own microphone (usually built into headphones). They will only be allowed to do this when sat side-by-side with other students and they 	<p>Medium</p>
--	---	---	---	---------------

			<p>will be told that they must not sing loudly to minimise transmission of aerosol.</p> <p><u>Theory:</u></p> <ul style="list-style-type: none">• Lessons will take place in classrooms – All students will be reminded to face forward when they are not using computers.• Books will be handed out at the start of the year and students will take these home.• Assessed work will be completed on paper and left for 48 hours before it is picked up by HBR or NHI.• Feedback for assessed work will be given via TEAMS to minimise transmission.	
--	--	--	--	--

Appendix 5

WSfG Risk Assessment – Peripatetic Lessons

No.	Hazard/ hazardous event (what can go wrong)	People at risk	Measures	Risk rating
1	Airborne Transmission of COVID (aerosol transmission)	Staff and students	<ul style="list-style-type: none"> Accommodation - Teaching rooms should be large enough to maintain social distance of a minimum 2m between tutor and student (3 metres for singing and woodwind instruments). W26 and W33 are both large rooms and instrumental tuition will be a maximum of 1 teacher – 2 students so there is adequate room for 3 metre distancing in both W33 and W26. Furniture need not be re-arranged to allow for social distancing. Rooms will be positioned as follows to ensure safety:  <p>The diagram illustrates a classroom layout for social distancing. A teacher (represented by a blue 'X' with an upward arrow) is positioned behind a vertical plastic screen. Two students (represented by blue 'X' with upward arrows) are positioned in front of the screen, staggered and maintaining a 2-metre distance between them. All three individuals are facing the same direction. Callout boxes provide additional details: 'Plastic screen used for additional protection.', 'Students – 2 metre distance between them. Staggered rather than side-by-side.', 'Teacher – distanced from students and behind a screen.', and 'Students and teacher will face the same way to minimize transition risk.'</p> <ul style="list-style-type: none"> HBR has discussed accommodation requirements with peripatetic staff. Lesson change overs must be managed so that arriving students are not crossing over with those finishing their lesson and to allow for any cleaning to take place. 	Low

			<ul style="list-style-type: none"> Paired instrumental lessons will only take place if participating students are from the same 'bubble'. Tutor-pupil positioning in the room. Where possible working face -to face is to be avoided. If paired lessons are taking place students will avoid standing side to side as aerosols from their instruments could blow into the other student's face. Lessons limited to 20 mins individual or paired – minimising contact. All year groups attend in their bubble – Y7 students first, then Y8, then Y9 to minimise contact. Students to be paired with other students in their year group (no mixed year group pairs) for the lessons. Peri staff to only go to their lesson room after washing their hands – door propped open and left open for full day. Peri staff should not access any other rooms. Registers must be kept with teachers and emailed to HBR by Friday of that week. Only two peri teachers in school at any one time. Drum and piano lessons to take place side by side and distanced – doors must stay open. Woodwind and Singing will need extra - distancing and plastic screens. (Flute, Voice, Clarinet, Bassoon, Oboe, Saxophone). Bass guitar, guitar and string lessons can continue with additional distancing (2 metres is sufficient). 	
	Transmission of COVID due to lack of ventilation		<ul style="list-style-type: none"> Gentle through-ventilation is preferred. Where possible windows and doors should be left open. Both W26 and W33 have windows that open into the canteen. The canteen has doors that open to the outside. These doors must be propped open to allow adequate ventilation during peripatetic lessons. Staggered Instrumental lesson times which allow for the room to be aired for a short time between bubbles will be used. Fire doors must not be propped open. Tutors should allow a short time at the beginning of each lesson to wipe equipment and surfaces before admitting the arriving student. Lessons may need to be shortened or split for older, more advanced players in smaller rooms or with poor ventilation. 	Medium
	Surface Transmission of COVID (fomite transmission)		<ul style="list-style-type: none"> Music equipment and resources will be cleaned frequently and meticulously and always between lessons with different 'bubbles' or 	Low

			<p>rotated to allow them to be left unused and out of reach for a period of 72 hours between use by different bubbles.</p> <ul style="list-style-type: none"> • School will provide cleaning equipment – hand sanitiser, disposable gloves, paper towels and antiviral cleaning wipes/spray/liquid. • HBR has briefed all peripatetic teachers on the requirements for infection control at WSFG. All staff have completed a personalised COVID guidance sheet for their specific instruments. • Cleaning of surfaces, stands and instruments must take place between bubbles. • All visiting tutors are advised to carry hand sanitiser and wipes. Sanitizer and wipes are also provided by WSFG. • Regular handwashing is required for all staff. • Hand sanitiser is available outside each teaching room. Students should be encouraged to sanitize their hands upon arrival to the lesson. Tutors should sanitise hands between students. • A closed lid rubbish bin is available in each teaching room for the safe disposal of used cleaning materials (paper towels, wipes) gloves. • Students will bring in their own sheet music and their own instruments – no sharing. 	
	Specific instrument transmission		<ul style="list-style-type: none"> • Singing is permissible for short periods within ‘bubbles’. High volumes and use of plosive consonants are to be avoided where possible. • See Guidance • Singers will be positioned 3-5 metres from the teacher if they are facing one another and a screen will be used to separate student and teacher. • Wind-blown instruments are permissible if social distancing and ventilation measures are in place. Players should be discouraged from holding their bell high as droplets may fall back into the mouth. • Additional distancing will be required for flutes, clarinets, oboes, saxophones, brass instruments and bassoons (3 metres minimum). Plastic screens must also be used to separate teacher and student. This will prevent aerosols coming from upward facing bells from reaching the teacher or other student (in paired lessons). • Water keys should not be vented directly onto the floor. Newspaper or paper towels should be provided to soak up water. Players should then discard of their own paper towels in the covered bin. 	Medium

		<ul style="list-style-type: none"> • Flutes generate two air streams, to the front and the side. Teacher and students should be aware of this but additional distancing and screens will prevent this from being high risk. • Drum kits and amplifiers/PA/technology/cables - all shared equipment must be cleaned with antiviral wipes or cleaning fluid between uses. • Minor repairs and instrument tuning can be carried out by the tutor on the condition that disposable gloves are worn, or hands are sanitised before and after touching the student's instrument. • Students must not share their pull-through cleaning cloths, for example, between clarinets; mouthpieces must not be exchanged unless first being cleaned, reeds must not be shared. • Piano keys should also be cleaned between players as this will be the only shared instrument. • If a piano tutor needs to demonstrate, the student will need to move 1 metre away from the piano. This should not happen as we have two pianos available for lessons (1 for teacher and one for student) piano lessons do not take place in pairs and the keyboard will be thoroughly cleaned between lessons to avoid transmission. • No sharing of instruments, mouth pieces, cleaning cloths etc. 	
	Ensuring safety of staff members	<ul style="list-style-type: none"> • WFMS staff should be feeling well before commencing teaching in an educational establishment. • Where staff members are presenting symptoms, or any members of their family are self-isolating, they should not attend any school settings and the Head of Music Service should be immediately informed. • Underlying health issues must be discussed with Head of Music Service. If a member of your family is showing symptoms of Covid-19 this will also mean that you are unable to work. • Staff with underlying health issues must inform WMS Head of Service as to the risk of them becoming unwell from their normal work. • WFMS Staff members who are pregnant should contact Music Service for a specific assessment using the New and Expectant Mothers assessment process and specific COVID-19 Guidance. • Managers are aware of and will support BAME employees who have increased anxiety and keep all employees up to date with ongoing PHE advice. 	Medium

			<ul style="list-style-type: none"> • Staff who have been asked to shield or falls into this category must not work and should make this known to the Head of Service • Teachers must familiarise themselves with infection control procedure at individual schools. • Social distancing measures must be observed at all times. • Staff should wash hands thoroughly upon entering and exiting the school and if you are in a school for a considerable amount of time, at regular intervals throughout the day • If a young person is showing any signs of COVID-19 this must be reported straight away within the setting and the Head of Music Service must also be informed. 	
	Transmission of COVID from visiting staff		<ul style="list-style-type: none"> • Staff must not shake hands or make physical contact at any time with any colleagues or pupils within school settings. • WFMS staff members should carry alcohol wipes, hand sanitiser and disposable gloves to ensure they are able to observe hygiene recommendations when carrying out their work. • Staff members should carry their own pen in the event of having to sign into a visitor book once on-site. • Staff must wash their hands as soon as they arrive on site. • Staff must have a different mask to wear inside the building than they used on their journey to school. 	Low
	Arrangements with school		<ul style="list-style-type: none"> • WFMS will work with schools to ensure that social distancing and other safety measures can be observed at all times. • Staff members must utilise any additional hygiene measures that are in place in individual settings e.g. hand sanitiser. • Staff must endeavour to observe a 2-metre distance at all times whilst on school premises. (3 metres for singing teacher and woodwind teachers) • Where possible, staff members should walk or cycle to work. • Staff members will be advised to wash their hands before and after using any form of public transport services. 	Low

Appendix 6

WFMS Risk Assessment – Cello

Tutor: Timothy Kraemer	Instrument: Cello
School: WSFG	One-to-one/small group/WCET: <i>One to one / Pair</i>
Room/s in which teaching will take place: <i>W33 and W26</i>	
<p>Cleaning – School responsible for daily cleaning of room. WFMS tutor and school music lead to agree arrangements for wiping surfaces, seats, door handles, etc. between students. Please give details here:</p> <p><i>Applicable to all:</i></p> <ul style="list-style-type: none">• <i>Music stands must be disinfected after each lesson. Music stands will also be rotated and will be labelled with the bubble number to avoid cross contamination.</i>• <i>No sharing of instruments – students bring their own</i>• <i>No handling of sheet music – students should bring their own music.</i>• <i>Any new music that needs to be given to the child should be left in school the week before to ensure that the 48-hour virus window has passed before the child collects it.</i>• <i>Paper registers must be kept on you – do not leave these in school. Email HBR with absences each week/ concerns.</i>• <i>There will be NO paper timetables up in the department.</i> <p><i>Woodwind and Voice – Students will be asked to wipe down their side of the plastic screen before they leave. They must be instructed to sanitise hands before and after their lesson.</i></p> <p><i>Drums – different stools for different bubbles. All wiped down at the end of each lesson.</i></p> <p><i>Piano – Keyboard must be wiped down between each lesson.</i></p>	
<p>WCET - In the case of WCET teaching, please provide details of instrument collection, cleaning procedure. 15 minute recommended allowance for cleaning between classes if equipment is to be shared.</p> <p>NB. Shorter lessons may be necessary for this term. Whole Class Teaching in Brass should not take place until further notice. Instruments must not under any circumstances be shared unless they can be safely cleaned between users.</p> <p><i>Not Applicable for WSFG</i></p>	

Social Distancing - Is the room of adequate size? – Please consider teacher position, student/s position within the room as well as entry and exit (will a student be expected to wait outside while a student leaves the room? A simple diagram may help you to plan for these considerations.

- *W33 – Very large teaching room usually used for ensembles. There is more than adequate room for social distancing, even with additional space for woodwind and voice.*
- *Wind and brass players should position so that air from their instrument does not blow into another player.*
- *There are two pianos in this room – student and teacher can have separate pianos if desired. Must be positioned side by side rather than face to face.*
- *Woodwind and Voice lesson risk to be minimized further using plastic screens. Two screens for the teacher (side and end air flow from the flute) and two screens for the pupil.*

Duration of lesson/s – How will pupil changeovers be managed? Will time be allowed for cleaning of surfaces?

- *Students will have to attend their lesson in bubble order. All year 7 students first, then year 8, then Year 9 etc etc.*
- *There will be change-over time between each bubble to ensure that students do not mix.*
- *Pairings will be in year groups only. If there is no one to pair with, a shorter individual lesson will be provided instead.*
- *Absolutely NO swapping of lessons. Timetable must be stuck to.*
- *If students miss their lesson they will have to wait until the following week.*

Ventilation – Will the room be ventilated during delivery, Room vacated and aired periodically?

Windows in both music rooms open into the canteen. Canteen doors open to the Greek theatre area. Classroom doors, windows and canteen doors will need to be open to ensure that there is adequate passing through of air.

Plans for Instrument changeovers (eg. time allowance for cleaning, cleaning procedure, staff responsibilities):

Time will be built into the timetable between bubbles to ensure that there is no cross-contamination.

Students are responsible for wiping down their own screen/music stands/chairs/equipment etc before they leave the lesson.

Arrangements for Tuning of instruments:

Any tuning of instruments should only be done if the teacher is wearing gloves, sanitises hands before and after, removes gloves and places them immediately in a covered bin.

Tutors are not obliged to tune instruments if they do not feel comfortable handling the child's instrument.

Minor repairs and adjustments to instruments:

Any repairs to instruments should only be done if the teacher is wearing gloves, sanitises hands before and after, removes gloves and places them immediately in a covered bin.

Tutors are not obliged to complete repairs if they do not feel comfortable handling the child's instrument.

Name of school member of staff with whom these arrangements have been agreed:

Helen Bradshaw HOD.

Additional Information:

Signed

Helen Bradshaw

Date: 18th September 2020

Appendix 7

WFMS Risk Assessment – Clarinet

Tutor: Sue Eversden	Instrument: Clarinet
School: <i>WSFG</i>	One-to-one/small group/WCET: <i>One to one</i>
Room/s in which teaching will take place: <i>W33 and W26</i>	
<p>Cleaning – School responsible for daily cleaning of room. WFMS tutor and school music lead to agree arrangements for wiping surfaces, seats, door handles, etc. between students. Please give details here:</p> <p>Applicable to all:</p> <ul style="list-style-type: none">• Music stands must be disinfected after each lesson. Music stands will also be rotated and will be labelled with the bubble number to avoid cross contamination.• No sharing of instruments – students bring their own• No handling of sheet music – students should bring their own music.• Any new music that needs to be given to the child should be left in school the week before to ensure that the 48-hour virus window has passed before the child collects it.• Paper registers must be kept on you – do not leave these in school. Email HBR with absences each week/ concerns.• There will be NO paper timetables up in the department. <p>Woodwind and Voice – Students will be asked to wipe down their side of the plastic screen before they leave. They must be instructed to sanitise hands before and after their lesson.</p> <p>Drums – different stools for different bubbles. All wiped down at the end of each lesson.</p> <p>Piano – Keyboard must be wiped down between each lesson.</p>	
<p>WCET - In the case of WCET teaching, please provide details of instrument collection, cleaning procedure. 15 minute recommended allowance for cleaning between classes if equipment is to be shared.</p> <p>NB. Shorter lessons may be necessary for this term. Whole Class Teaching in Brass should not take place until further notice. Instruments must not under any circumstances be shared unless they can be safely cleaned between users.</p> <p><i>Not Applicable for WSFG</i></p>	
<p>Social Distancing - Is the room of adequate size? – Please consider teacher position, student/s position within the room as well as entry and exit (will a student be expected to wait outside while a student leaves the room? A simple diagram may help you to plan for these considerations.</p> <ul style="list-style-type: none">• W33 – Very large teaching room usually used for ensembles. There is more than adequate room for social distancing, even with additional space for woodwind and voice.• Wind and brass players should position so that air from their instrument does not blow into another player.	

<ul style="list-style-type: none"> • There are two pianos in this room – student and teacher can have separate pianos if desired. Must be positioned side by side rather than face to face. • Woodwind and Voice lesson risk to be minimized further using plastic screens. Two screens for the teacher (side and end air flow from the flute) and two screens for the pupil. 	
<p>Duration of lesson/s – How will pupil changeovers be managed? Will time be allowed for cleaning of surfaces?</p> <ul style="list-style-type: none"> • Students will have to attend their lesson in bubble order. All year 7 students first, then year 8, then Year 9 etc etc. • There will be change-over time between each bubble to ensure that students do not mix. • Pairings will be in year groups only. If there is no one to pair with, a shorter individual lesson will be provided instead. • Absolutely NO swapping of lessons. Timetable must be stuck to. • If students miss their lesson they will have to wait until the following week. 	
<p>Ventilation – Will the room be ventilated during delivery, Room vacated and aired periodically?</p> <p>Windows in both music rooms open into the canteen. Canteen doors open to the Greek theatre area. Classroom doors, windows and canteen doors will need to be open to ensure that there is adequate passing through of air.</p>	
<p>Plans for Instrument changeovers (eg. time allowance for cleaning, cleaning procedure, staff responsibilities):</p> <p>Time will be built into the timetable between bubbles to ensure that there is no cross-contamination.</p> <p>Students are responsible for wiping down their own screen/music stands/chairs/equipment etc before they leave the lesson.</p>	
<p>Arrangements for Tuning of instruments:</p> <p>Any tuning of instruments should only be done if the teacher is wearing gloves, sanitises hands before and after, removes gloves and places them immediately in a covered bin.</p> <p>Tutors are not obliged to tune instruments if they do not feel comfortable handling the child's instrument.</p>	
<p>Minor repairs and adjustments to instruments:</p> <p>Any repairs to instruments should only be done if the teacher is wearing gloves, sanitises hands before and after, removes gloves and places them immediately in a covered bin.</p> <p>Tutors are not obliged to complete repairs if they do not feel comfortable handling the child's instrument.</p>	
<p>Name of school member of staff with whom these arrangements have been agreed:</p> <p>Helen Bradshaw HOD.</p>	
<p>Additional Information:</p>	
<p>Signed</p>	<p>Date:</p>

Appendix 8

WFMS Risk Assessment – Drums

Tutor: <i>George Jones</i>	Instrument: <i>Drums</i>
School: <i>WSFG</i>	One-to-one/small group/WCET: <i>One to one</i>
Room/s in which teaching will take place: <i>W33 and W26</i>	
<p>Cleaning – School responsible for daily cleaning of room. WFMS tutor and school music lead to agree arrangements for wiping surfaces, seats, door handles, etc. between students. Please give details here:</p> <p><i>Applicable to all:</i></p> <ul style="list-style-type: none">• <i>Music stands must be disinfected after each lesson. Music stands will also be rotated and will be labelled with the bubble number to avoid cross contamination.</i>• <i>No sharing of sticks – students bring their own</i>• <i>No handling of sheet music – students should bring their own music.</i>• <i>Any new music that needs to be given to the child should be left in school the week before to ensure that the 48-hour virus window has passed before the child collects it.</i>• <i>Paper registers must be kept on you – do not leave these in school. Email HBR with absences each week/ concerns.</i>• <i>There will be NO paper timetables up in the department.</i> <p><i>Drums – different stools for different bubbles. All wiped down at the end of each lesson.</i></p> <p><i>Pupils to sanitise hands before entering teaching room.</i></p> <p><i>Teacher to sanitise hands before the first lesson, after the last lesson, and at regular points during the teaching session when practical and appropriate.</i></p> <p><i>Door handles and similar touch points to be wiped between bubbles.</i></p>	
<p>WCET - In the case of WCET teaching, please provide details of instrument collection, cleaning procedure. 15 minute recommended allowance for cleaning between classes if equipment is to be shared.</p> <p>NB. Shorter lessons may be necessary for this term. Whole Class Teaching in Brass should not take place until further notice. Instruments must not under any circumstances be shared unless they can be safely cleaned between users.</p> <p><i>Not Applicable for WSFG</i></p>	
<p>Social Distancing - Is the room of adequate size? – Please consider teacher position, student/s position within the room as well as entry and exit (will a student be expected to wait outside while a student leaves the room? A simple diagram may help you to plan for these considerations.</p> <ul style="list-style-type: none">• <i>W33 – Very large teaching room usually used for ensembles. There is more than adequate room for social distancing, even with additional space for woodwind and voice.</i>	

<p>Duration of lesson/s – How will pupil changeovers be managed? Will time be allowed for cleaning of surfaces?</p> <ul style="list-style-type: none"> • <i>Students will have to attend their lesson in bubble order. All year 7 students first, then year 8, then Year 9 etc etc.</i> • <i>There will be change-over time between each bubble to ensure that students do not mix.</i> • <i>Pairings will be in year groups only. If there is no one to pair with, a shorter individual lesson will be provided instead.</i> • <i>Absolutely NO swapping of lessons. Timetable must be stuck to.</i> • <i>If students miss their lesson they will have to wait until the following week.</i> 	
<p>Ventilation – Will the room be ventilated during delivery, Room vacated and aired periodically?</p> <p><i>Windows in both music rooms open into the canteen. Canteen doors open to the Greek theatre area. Classroom doors, windows and canteen doors will need to be open to ensure that there is adequate passing through of air.</i></p>	
<p>Plans for Instrument changeovers (eg. time allowance for cleaning, cleaning procedure, staff responsibilities):</p> <p><i>Time will be built into the timetable between bubbles to ensure that there is no cross-contamination.</i></p> <p><i>Students are responsible for wiping down their own screen/music stands/chairs/equipment etc before they leave the lesson.</i></p>	
<p>Arrangements for Tuning of instruments:</p> <p><i>N/A for drums</i></p>	
<p>Minor repairs and adjustments to instruments:</p> <p><i>Minor adjustments to the drum kit (eg. moving cymbal stand) can be made by the student.</i></p> <p><i>Any major repairs (eg. changing broken drumhead) to be made by WFMS tutor (George Jones) after sanitising hands and putting on gloves.</i></p>	
<p>Name of school member of staff with whom these arrangements have been agreed:</p> <p><i>Helen Bradshaw HOD.</i></p>	
<p>Additional Information:</p>	
<p>Signed <i>George Jones</i></p>	<p>Date: <i>17th September 2020</i></p>

Appendix 9

WFMS Risk Assessment – Flute


Tutor: Vivienne Calloman	Instrument: Flute
School: Walthamstow School for Girls	One-to-one/small group/WCET: One to one and pairs
Room/s in which teaching will take place: W33 and W26	
Cleaning – School responsible for daily cleaning of room. WFMS tutor and school music lead to agree arrangements for wiping surfaces, seats, door handles, etc. between students. Please give details here: <ul style="list-style-type: none">• Music stands must be disinfected after each lesson. Music stands will also be rotated and will be labelled with the bubble number to avoid cross contamination.• Separate music stand for teacher to share music in case pupils forget.• No sharing of instruments or use of school flute – students bring their own.• No handling of sheet music – students should bring their own music.• Any new music that needs to be give to the child should be left in school the week before to ensure that the 48-hour virus window has passed before the child collects it.• Paper register to be kept by teacher, not left in school. Email HBR with absences each week/concerns.• There will be no paper timetables up in the department. Teacher to be emailed copy.• Students will be asked to wipe down their side of the plastic screen before they leave and the table where they put their instrument cases. They must be instructed to sanitise hands before and after their lesson.• Teacher to wipe down any surfaces used for instrument/music/register etc.• The door to be kept open so handles are not touched by students/teacher.	
WCET – In the case of WCET teaching, please provide details of instrument collection, cleaning procedure. 15 minute recommended allowance for cleaning between classes if equipment is to be shared. NB. Shorter lessons may be necessary for this term. Whole Class Teaching in Brass should not take place until further notice. Instruments must not under any circumstances be shared unless they can be safely cleaned between users.	
Not Applicable for WSFG	
Social Distancing – is the room of adequate size? – Please consider teacher position, student/s position within the room as well as entry and exit (will a student be expected to wait outside while a student leaves the room? A simple diagram may help you to plan for these considerations. <ul style="list-style-type: none">• W33 – very large teaching room usually used for ensembles. There is more than adequate room for social distancing, even with additional space for woodwind and voice.• W26 also a large room that should be adequate for social distancing.• Flutes should position so that air from their instrument does not blow into another player. Pupils in paired lessons will be 3m apart.• Flute lesson risk to be minimized further using plastic screens. Two screens for the teacher (side and end air flow from the flute) and two screens for the pupil.	

<ul style="list-style-type: none"> Teacher may wear a mask or shield at times during lesson. 	
<p>Duration of lesson/s – How will pupil changeovers be managed? Will time be allowed for cleaning of surfaces?</p> <ul style="list-style-type: none"> Students will have to attend their lesson in bubble order. All Year 7 students first, then Year 8, then Year 9 etc. There will be a changeover time between each bubble to ensure that students do not mix. Pupils to wear masks when coming to/leaving their lessons. Teacher also to wear mask outside of the teaching room. Pairings will be in year groups only. If there is no one to pair with, a shorter individual lesson will be provided instead. Absolutely NO swapping of lessons. Timetable must be stuck to. If students miss their lesson, they will have to wait until the following week. The teacher is not able to collect pupils from classes. 	
<p>Ventilation – Will the room be ventilated during delivery, room vacated and aired periodically?</p> <p>Windows in both music rooms open into the canteen. Canteen doors open to the Greek Theatre area. Classroom doors, windows and canteen doors will need to be open to ensure that there is adequate passing through of air.</p>	
<p>Plans for instrument changeovers (e.g. time allowance for cleaning, cleaning procedure, staff responsibilities):</p> <p>Time will be built into the timetable between bubbles to ensure that there is no cross-contamination. Pupils always clean their own flutes and sanitise hands afterwards.</p> <p>Students are responsible for wiping down their own screen/music stands/chairs/table/equipment etc. before they leave the lesson. No instruments to be left in the room.</p>	
<p>Arrangements for tuning of instruments:</p> <p>Most pupils are able to adjust their own flutes. Should a new pupil need help putting the flute together correctly, the teacher must wear gloves, sanitise hands before and after, remove gloves and place them immediately in a covered bin.</p> <p>Tutors are not obliged to complete repairs if they do not feel comfortable handling the child's instrument.</p>	
<p>Name of school member of staff with whom these arrangements have been agreed: Helen Bradshaw – HOD</p>	
<p>Additional information:</p>	
<p>Signed: V Callomon</p>	<p>Date: 20.09.20</p>

Appendix 10

WFMS Risk Assessment – Guitar

Tutor: Richard Carr	Instrument: Guitar
School: WSFG	One-to-one/small group/WCET: One to One
Room/s in which teaching will take place: W33 and W26	
<p>Cleaning – School responsible for daily cleaning of room. WFMS tutor and school music lead to agree arrangements for wiping surfaces, seats, door handles, etc. between students. Please give details here:</p> <ul style="list-style-type: none">• Music stands must be disinfected after each lesson. Music stands will also be rotated and will be labelled with the bubble number to avoid cross contamination.• No sharing of instruments – students bring their own• No handling of sheet music – students should bring their own music.• New music that needs to be given to the child should will be left in school the week before to ensure that the 48-hour virus window has passed before the child collects it.• I will keep paper registers with me and they will not be left in the school. I will email HBR with absences each week/ concerns.• There will be NO paper timetables up in the department.	
<p>WCET - In the case of WCET teaching, please provide details of instrument collection, cleaning procedure. 15 minute recommended allowance for cleaning between classes if equipment is to be shared.</p> <p>NB. Shorter lessons may be necessary for this term. Whole Class Teaching in Brass should not take place until further notice. Instruments must not under any circumstances be shared unless they can be safely cleaned between users.</p> <p>Not Applicable for WSFG</p>	
<p>Social Distancing - Is the room of adequate size? – Please consider teacher position, student/s position within the room as well as entry and exit (will a student be expected to wait outside while a student leaves the room? A simple diagram may help you to plan for these considerations.</p> <ul style="list-style-type: none">• W33 – Very large teaching room usually used for ensembles. There is more than adequate room for social distancing	
<p>Duration of lesson/s – How will pupil changeovers be managed? Will time be allowed for cleaning of surfaces?</p> <ul style="list-style-type: none">• Students will have to attend their lesson in bubble order. All year 7 students first, then year 8, then Year 9 etc etc.• There will be change-over time between each bubble to ensure that students do not mix.• Pairings will be in year groups only. If there is no one to pair with, a shorter individual lesson will be provided instead.• Absolutely NO swapping of lessons. Timetable must be stuck to.	

<ul style="list-style-type: none"> • If students miss their lesson they will have to wait until the following week. 	
<p>Ventilation – Will the room be ventilated during delivery, Room vacated and aired periodically? Windows in both music rooms open into the canteen. Canteen doors open to the Greek theatre area. Classroom doors, windows and canteen doors will need to be open to ensure that there is adequate passing through of air.</p>	
<p>Plans for Instrument changeovers (eg. time allowance for cleaning, cleaning procedure, staff responsibilities): Time will be built into the timetable between bubbles to ensure that there is no cross-contamination. Students are responsible for wiping down their own screen/music stands/chairs/equipment etc before they leave the lesson.</p>	
<p>Arrangements for Tuning of instruments: I will only use guitars wearing gloves, sanitising hands before and after, removing gloves and placing them immediately in a covered bin. Tutors are not obliged to tune instruments if they do not feel comfortable handling the child's instrument.</p>	
<p>Minor repairs and adjustments to instruments: Any repairs to instruments should only be done if I am wearing gloves, sanitising hands before and after, removing gloves and places them immediately in a covered bin. Tutors are not obliged to complete repairs if they do not feel comfortable handling the child's instrument.</p>	
<p>Name of school member of staff with whom these arrangements have been agreed: Helen Bradshaw HOD.</p>	
<p>Additional Information:</p>	
<p>Signed:  Richard Carr</p>	<p>Date: 17/09/20</p>

Appendix 11

WSfG Risk Assessment – Year 7 GREEN Trips

EV1 WSFG EDUCATIONAL VISIT APPLICATION FORM
Y7 GREEN Trip to the Feel Good Centre

EV5 ESRA - EVENT SPECIFIC RISK ASSESSMENT

Carried out by ...W Famiglietti..... Date14/05/21.....updated
 27/06/21.....

ISSUE List significant hazards which may result in serious harm or affect several people. Consider venue, activity, group, transport, plan B, etc.	HOW TO MANAGE IT What procedures will we have? (Control measures)	WHO TO BE INFORMED		
		PARENTS	STAFF	PUPILS
	Please refer to risk assessment from the venue – The Feel-Good Centre - for activity specific information.			
Risk of COVID	<p>Students walk in an orderly, socially distanced manner.</p> <p>Students will follow all restrictions in place at the time of the trip and follow instructions from centre staff and school staff regarding facemasks, handwashing, sanitising and social distancing.</p> <p>Additional mitigations in the light of Delta variant:</p> <ul style="list-style-type: none"> - Keeping two ‘bubbles’ (classes) separate where possible - Face coverings worn wherever possible, including outside - Students wear face coverings when not on trampoline or taking part in activities - Students maintain 2m distance from each other wherever possible inside centre - 2m distance maintained from teaching and leisure centre staff, including when masks are in place. 			

Walking to and from the venue Risk of fall	Students walk in an orderly manner in pairs.			
Walking to and from the venue Risk of collision with car	Staff members supervise the crossing of all roads - Students wait at roads until staff member instructs them to cross. Students walk on pavement at all times. Running is not allowed unless instructed.			
Walking to and from the venue Losing a student	Staff members accompanying the group will position themselves along the moving student line ensuring that no student is left behind or goes off course.			
Venue Risk of accident during activity	Students are supervised by trained staff at all times. School staff will also be in attendance. Students will wear PE kit and trampoline socks (as required by the venue), which is appropriate for the physical activity.			
Inclement weather	Students to bring coats in the event of inclement weather.			

You must also ensure that accompanying adults are aware of any generic procedures, but these do not need to be repeated here.

Appendix 12

WSfG Risk Assessment – Year 8 GREEN Trips

EV5 ESRA - EVENT SPECIFIC RISK ASSESSMENT

Y8 GREEN Trip to Herts Young Mariners Base

Carried out by ...W Famiglietti Date .14/05/21 updated 28 June 2021

ISSUE	HOW TO MANAGE IT	WHO TO BE INFORMED		
		PARENTS	STAFF	PUPILS
<p>List significant hazards which may result in serious harm or affect several people.</p> <p>Consider venue, activity, group, transport, plan B, etc.</p>	<p>What procedures will we have? (Control measures)</p>			
	<p>Please refer to risk assessment booklet from HYMB regarding the individual activities</p>			
<p>Risk of COVID</p>	<p>Students walk and congregate in an orderly, socially distanced manner.</p> <p>Students will follow all restrictions in place at the time of the trip and follow instructions from centre staff and school staff regarding facemasks, handwashing, sanitising and social distancing.</p> <p>Additional mitigations in the light of the Delta variant:</p> <ul style="list-style-type: none"> - Keeping two 'bubbles' (classes) separate where possible - Face coverings worn wherever possible, including outside - Students wear face coverings when not doing activities that would prohibit their use. - Students maintain 2m distance from each other wherever possible inside centre 			

	- 2m distance maintained from teaching and leisure centre staff, including when masks are in place.			
Walking to and from station and venue Risk of fall	Students walk in an orderly manner in pairs.			
Walking to and from station and venue Risk of collision with car	Staff members supervise the crossing of all roads - Students wait at roads until staff member instructs them to cross. Students walk on pavement at all times. Running is not allowed unless instructed.			
Travelling on train Losing a student	Staff members accompanying the group will position themselves along the student line ensuring that no student is left behind or goes off course. Students to be given an emergency telephone number and be aware of the procedure should they fail to board or disembark from the train.			
Venue Risk of accident during activity	Students are supervised by trained staff at all times. School staff will also be in attendance. Students will wear appropriate clothing and safety equipment (as provided by the centre) which is appropriate for the activity.			
Inclement weather	Students to bring coats in the event of inclement weather. The centre will ensure that activities only proceed if safe to do so.			

You must also ensure that accompanying adults are aware of any generic procedures, but these do not need to be repeated here.

Appendix 13

WSfG Risk Assessment – Year 9 GREEN Trips

**EV5 ESRA - EVENT SPECIFIC RISK ASSESSMENT
Y9 GREEN Trip to Herts Young Mariners Base**

Carried out by ...W Famiglietti.....

Date .14/05/21 updated 28 June 2021

ISSUE	HOW TO MANAGE IT	WHO TO BE INFORMED		
		PARENTS	STAFF	PUPILS
<p>List significant hazards which may result in serious harm or affect several people.</p> <p>Consider venue, activity, group, transport, plan B, etc.</p>	<p>What procedures will we have? (Control measures)</p>			
	<p>Please refer to risk assessment booklet from HYMB regarding the individual activities</p>			
<p>Risk of COVID</p>	<p>Students walk and congregate in an orderly, socially distanced manner.</p> <p>Students will follow all restrictions in place at the time of the trip and follow instructions from centre staff and school staff regarding facemasks, handwashing, sanitising and social distancing.</p> <p>Additional mitigations in the light of the Delta variant:</p> <ul style="list-style-type: none"> - Keeping two ‘bubbles’ (classes) separate where possible - Face coverings worn wherever possible, including outside - Students wear face coverings when not doing activities that would prohibit their use. - Students maintain 2m distance from each other wherever possible inside centre - 2m distance maintained from teaching and leisure centre staff, including when masks are in place. 			

Walking to and from station and venue Risk of fall	Students walk in an orderly manner in socially distanced pairs.			
Walking to and from station and venue Risk of collision with car	Staff members supervise the crossing of all roads - Students wait at roads until staff member instructs them to cross. Students walk on pavement at all times. Running is not allowed unless instructed.			
Travelling on train Losing a student	Staff members accompanying the group will position themselves along the student line ensuring that no student is left behind or goes off course. Students to be given an emergency telephone number and be aware of the procedure should they fail to board or disembark from the train.			
Venue Risk of accident during activity	Students are supervised by trained staff at all times. School staff will also be in attendance. Students will wear appropriate clothing and safety equipment (as provided by the centre) which is appropriate for the activity.			
Inclement weather	Students to bring coats in the event of inclement weather. The centre will ensure that activities only proceed if safe to do so.			

Appendix 14

WSfG Risk Assessment – Leavers’ Day

No.	Hazard/ hazardous event (what can go wrong)	People at risk	Measures	Risk rating
1	Getting or spreading coronavirus by not washing hands/ sanitising or not washing them/ sanitising adequately	Form tutors, Teachers and participants	<ul style="list-style-type: none"> • Students will hand-sanitise on entry into the school grounds • Posters on wall showing students how to sanitise. • Teachers to remind students how to sanitise correctly. 	Medium
2.	Spread Of COVID 19		<ul style="list-style-type: none"> • Students to take a lateral flow test on the day of leavers day with their one card next to the result • Students to show negative test on entry to the school grounds. • Positive test will not be allowed to enter • Ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days. • Staff to maintain 2meters away from the students 	Medium
3.	Getting or spreading Coronavirus in the Greek theatre	Teacher and participants	<ul style="list-style-type: none"> • Students to stay outside of the school building • To stay in the open air – Greek theatre and grass area. • Remind students to maintain distance • Students to be in year group/ form group bubble. • Students to face forward • Students to bring their own water bottle. • Teachers to completely avoid contact with students • Teachers aware of school procedure if students make teacher aware of symptoms. • When handing out awards to ensure teacher has sanitised beforehand. • Students to be instructed not to come into physical contact with one another and not to raise voices. • In the event of a fire alarm activation everyone will make their way out of the nearest safe exit then reinstate social distancing when 	Low

			outside away from building, as it is more important to have a quick clearing of the buildings) for life safety.	
4.	There is a school confirmed case of Covid-19		<ul style="list-style-type: none"> As set out in the Local Outbreak Control Plan, if made aware of a positive case in a staff or pupil, the SBM/Head will follow the London Coronavirus Response Centre (LCRC) resource pack guidance and the DfE on 0800 046 8687 selecting option 1 for advice on isolation of contacts and for a risk assessment to be completed. The SBM / Head will notify the Public Health Team. The LCRC/DfE will provide guidance on communications and letter templates for schools to send to staff, parents of contacts, and the wider school community. Ongoing infection control advice and support will be made available to schools via the Public Health team The school follow Government guidance on testing and tracing for coronavirus (COVID-19). 	Low
5.	Pupils and staff use public transport to get to and leave school		<ul style="list-style-type: none"> Pupils and staff have been advised to cycle, scoot or walk to school Extra secure cycle parking has been installed Where practicable start and finish times have been amended for groups of pupils to reduce the travel risk. <ul style="list-style-type: none"> Families using public transport should refer to the safer travel guidance for passengers 	Medium