

## EMS824 Risk Assessment - Online Music Lessons

Directorate: Children & Adults		Team: Ealing Music Service (EMS)		Location: Various homes of pupils		Date of Assessment: 13/07/2020	Date for Review: 13/01/2021	
Activity or Work Area Assessed: Remote online music lessons in light of COVID-19 pandemic		Assessors: Yogesh Dattani, Lee Marchant & Samantha Spence						
Hazard	Who could be harmed and how?	L – Likelihood (1 – 4)	S – Severity (1 – 4)	Risk rating – Lx S = R (1 – 16)	Date of completion	Control measures already in place	Person responsible for control measure	Date of completion
Safeguarding	Teachers and pupils	1	4	4	13/07/2020	<ul style="list-style-type: none"> <li><b>Disclosure and Barring Service (DBS) Check</b> All EMS teaches are subject to these checks every 3 years and this will be in place during the current situation regarding the COVID-19 pandemic.</li> </ul>	Samantha Spence	
		2	4	8		<ul style="list-style-type: none"> <li><b>Identification</b> EMS teachers will be required to display a means by they can be identified via a lanyard, either on-screen or actual, at all times during the lesson.</li> </ul>	Paul Stewart	
		2	4	8		<ul style="list-style-type: none"> <li><b>Identifying Replacement Teachers</b> In certain cases, it may be necessary to allocate replacement teachers to deliver online lessons. In this case, EMS will send a teacher profile to relevant parents and schools. The details will include a picture of the teacher, their name, email address and the instruments they teach.</li> </ul>	Samantha Spence / Paul Stewart	
Professional appearance	Teachers and pupils	3	3	9	13/07/2020	Students and Teachers are required to be dressed appropriately for remote learning. Attire which would ordinarily be worn in school on a non-uniform day is essential; clothing, worn by a student or a teacher, which does not meet this expectation is not acceptable and lessons should be stopped immediately and reported to the Ealing Music Service Safeguarding officer.	Samantha Spence	

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<b>Suitable teaching environment</b>	Teachers and pupils	3	3	9	13/07/2020	<p><b>Suitable environment</b> – both students and teachers must be physically located in safe working spaces, appropriate for online lessons; a lounge or study is appropriate, a bedroom or bathroom is not.</p> <ul style="list-style-type: none"> <li>• <b>Pupils</b> should be in a room with or near a supervisory adult so that the adult can hear and see the lesson taking place and is the responsibility of the parent/carer to ensure this is happening.</li> <li>• <b>Teachers</b> should be in a room where others cannot see or listen in, if this is not possible, then headphones must be worn, and screens angled away towards a wall and away from any other people. Recommended virtual backgrounds are available on our remote platform (which blocks out any surroundings).</li> </ul>	Samantha Spence	
<b>Communication</b>	Teachers and pupils	2	3	6	13/07/2020	Communication must be undertaken by parents/carers and not pupils and on parental devices through school platforms, Ealing Music Service Website, EMS teachers' work emails (eg @ealing.gov or @lgfl) and Zoom (EMS' chosen online platform).	Samantha Spence	
<b>Equipment</b>	Teachers and pupils	1	4	4	13/07/2020	EMS teachers must only use Ealing Council iPads for online lessons and for communications. Under no circumstances should teachers or pupils personal contacts be shared and the use of social media or any way of communicating other than the above-mentioned methods through unofficial channels is strictly prohibited. Private chat or sharing of images between pupils and teachers are prohibited. All iPads will be monitored remotely by our I.T team and SLT including content, pictures and videos saved to the device.	Ross Kenning	
<b>Online platform</b>	Teachers and pupils	1	4	4	13/07/2020	Zoom (or appropriate alternative) is EMS' preferred online platform. It must only be used during scheduled lesson or meeting times. Neither student or teacher should use this as a means of contacting the other party outside of scheduled lesson times.	Ross Kenning	

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<b>Appropriate Language</b>	Teachers and pupils	3	3	9	13/07/2020	As with all school-based communications, the content and language of messages must at all times be professional by all parties concerned, including family members. Teachers will advise parents if they need to contact them to use formal channels.	Samantha Spence	
						Lessons will be recorded and stored securely on a cloud (in line with GDPR requirements) for a maximum of 28 days for safeguarding purposes, to ensure that the lesson has taken place and to review in case of any issues that may arise.		
						The duration of lessons will be kept to a reasonable length in order to allow the family to 'get on' with their day.	Ross Kenning	
<b>Adult Supervision</b>	Teachers and pupils	3	3	9	13/07/2020	Teachers must always confirm at the start of each lesson that an adult is in close proximity to the student. If an adult is not available at the student's home, the lesson will not go ahead.	Samantha Spence	
<b>Professional standards</b>	Teachers and pupils	2	3	6	13/07/2020	Online classrooms must be regarded as an extension of the physical classroom and the safeguarding expectations that pertain to this, such as, professional communication, attire, and language.	Samantha Spence	

Signed:



Yogesh Dattani

Head of Ealing Music Service

(Assessor)

13/01/2021



Lee Marchant

Assistant Head (Schools &amp; Teachers)

(Assistant Head)

13/01/2021



Samantha Spence

Assistant Head (Staff & Pupils)

(Assistant Head)

13/01/2021

Reviewed by:

**Risk Rating:**

		Severity			
		1-Trivial	2-Minor	3.Serious	4.Major
Likelihood	4-Very Likely	4 L	8 M	12 H	16 C
	3-Likely	3 L	6 M	9 H	12 H
	2-Possible	2 L	4 L	6 M	8 M
	1-Remote	1 L	2 L	3 L	4 L

<b>Critical (16)</b>	Immediate	Stop. Do not undertake the activity-critical risk, too high and unacceptable. Controls need to be implemented and the risk rating reduced to an acceptable level before the activity can recommence
<b>High (9 -12)</b>	1 week	Require immediate attention to bring the risk down to an acceptable level
<b>Medium (6 - 8)</b>	1 month	Review existing controls and consider additional ones. Regular monitoring required
<b>Low (1 – 4)</b>	3 months	Continue with the existing controls, operations requires monitoring

**Hazard:** Something that has the potential to cause harm

**Likelihood:** The likelihood of the hazard causing harm

**Risk rating is calculated by multiplying the likelihood by the severity:**

**e.g.: a likely chance of an accident resulting in a major injury = 3 x 4 = 12**

**therefore, a medium risk – within 1 month - review existing controls and consider additional ones. Regular monitoring required.**

