

Musical Activities Risk Assessment

This risk assessment should be used for all occasions when musical learning or music making is to take place – including class music lessons, instrumental, rehearsals, workshops and concerts. For ease of use, there are sub-headings for risks that apply to all musical activities (noise, moving and handling and other associated risks such as repairs, electrical issues, environment, posture, instruments, behaviour), and for those that apply specifically to musical activities taking place beyond the normal school day (vetting, lone working, public events and off-site activities).

Location / Site	Insert location and site where activity taking place
All Schools taught at by Up Beat Drum Academy	
Activity / Procedure	Insert name/type of activity or procedure being assessed
Drum Instrumental Lessons	
Assessment date	Insert date when assessment is being carried out
14/08/2019	
Assessment serial number	Insert local serial/identification number for future reference
1111802	

Identify hazards	Record all hazards that could cause harm or injury – add appropriate detail about the type and location of hazards
All music activities	
Excessive exposure to noise	
Moving or handling activities (e.g. carrying instruments/stands/moving pianos)	
Slips & Trips (from poor surfaces, trailing wires, incorrectly stored instruments)	
Contact with poorly maintained or stored instruments (e.g rusty instruments, split nails or pin heads on tambourines, broken keyboards with exposed plastic edges and electrical contacts, instruments placed in entrances to rooms or in corridors)	
Electrical shocks from poorly maintained or untested equipment	
Poor lighting or environmental conditions	
Poor safe playing procedures - e.g. poor posture, insufficient working space	
Poor behaviour (especially when pupils are working away from direct supervision of the teacher)	

Music activities beyond the normal school day
Pupils are at risk from adults who have not been appropriately vetted
Staff are at risk as lone workers
Disturbances and / or first aid risks at public events

Identify people at risk	Circle boxes where persons may be affected by hazards	
Employees	YES	NO
Visitors	YES	NO
Contractors	YES	NO
Vulnerable persons	YES	NO
Pupils	YES	NO

Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
All music activities			
Noise			
Audiometric testing and health surveillance of all teaching staff is carried out as required			
Sound levels of different musical activities are checked for legal compliance			
Further guidance on statutory requirements as provided by Health & Safety Executive www.hse.gov.uk/noise has been noted and implemented where necessary			
Where personal protective equipment (PPE) is issued to pupils (eg. with groups working on a percussion project such as Samba) these are never shared between pupils because of the risk of infection. When issued, PPE is named, boxed and kept in school (pupils are instructed not to take them home).			
Where personal protective equipment (PPE) is issued to teachers it must be looked after and used in accordance to any instructions issued.			
Pupils do not make loud sounds near to anyone's ear. Teachers do not expose pupils to excessively loud sounds and recognise and manage their own extended exposure to sound during the working day.			
Pupils are trained to test the volume of headphones before putting them on. Sound levels			

are monitored and length of time using headphones is limited.
Where possible use noise control devices to muffle or mute sound during extensive, repetitive practice (ie practice drum pads, brass mutes).
Pupils are taught about potentially dangerous sound levels of music, and the permanent damage to hearing which can occur as a result of long-term exposure to excessive sound.
Moving and handling
Completion of manual handling course provided by UBDA
Pupils involved in setting up and setting down equipment or other resources (ie tables, chairs and stands) are fully instructed and supervised in the correct procedures to follow
Shelving is used only in situations where pupils and / or staff can readily place or retrieve instruments, i.e. heavy items are not stored above head height
All instrument storage areas allow free and easy access in designated, labelled spaces clear from doors
Tidy and accessible storage places and routines for storing all equipment are established (low level storage is safer and more accessible for pupils).
Instruments that children bring to school are stored so that they do not create a hazard when left on the floor.
No trailing cables/obstructions in locations likely to cause trip
Clear instructions are given to pupils from the outset regarding the handling and storage of instrument cases and music stands. The set routine is reinforced frequently.
All instruments stored appropriately (e.g. tailor-made trolleys/cases) so that potential dangers are readily visible
Other associated risks: repairs, electrical issues, environment, posture, sharing instruments, behaviour
Regular monitoring of state of repair for all instruments, with repair / replacement system in place: damaged instruments removed from the area used by children, then repaired or discarded
All instruments stored appropriately (eg. tailor-made trolleys) so that potential dangers are readily visible
Portable electrical equipment is tested regularly by a person competent in the use of test equipment and interpretation of results. Tested equipment is labelled.
Frequent visual checks are carried out on the condition of plugs and leads, and defective equipment is taken out of use immediately and labelled accordingly. Pupils are encouraged to carry out additional visual checks each time they use electrical equipment.

Correct electronic drum kit adapters are used (and tested)
Music room circuits are permanently protected by installation of residual circuit devices (RCDs) at the fuse board. Where these are not fitted, plug in RCDs are used at the socket. Food and drink is not allowed in teaching areas where electrical equipment is being used.
Adequate room lighting is provided (eg. daylight supplemented by artificial light)
Adjustable blinds or solar film are used to reduce glare & reflection & discomfort
Hearing and ventilation is appropriate
Each pupil is provided with sufficient physical space to play their instrument(s) without danger to their own or others' health (NB noise; being struck by instrument)
Pupils are taught good habits, to avoid potentially damaging contortions and tensions.
Short stretch breaks are taken during lengthy rehearsal and practice sessions
Instrumental music is placed on music stands so that pupils can read music from a comfortable position, without straining or twisting the body, and in particular the neck.
Adequate supervision of pupils is maintained (eg. including appropriate child/adult ratios, and systems for monitoring pupils who are working in groups beyond the main classroom)
Music activities beyond the normal school day & lone working
Vetting and lone working
Adults supervising or working independently with children have CRB up to date clearance
Tutors working with pupils have completed child protection course provided by UBDA
Tutors avoid direct contact with students – e.g. explain repositioning or if needing to intervene try to use instrument to readjust student/demonstrate themselves.
Public events and off-site activities
Organisers of concerts, festivals, workshops etc which involve public performance have consulted with on-site staff regarding local health and safety procedures.
Staff have followed all guidance and requirements of own employing establishment (school, music service, etc).

Remaining level of risk	Consider level of risk following use of control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE

Assessor's comments	Insert comments relevant to findings as appropriate
Risks re-assessed and updated courses put into place	

Name of assessor	Signature of assessor	Date
Thomas Sharratt		14/08/2019

Manager's comments	Insert comments relevant to assessment as appropriate
Actions taken to organise all workers (employed/self-employed tutors) to take courses before end of 2018.	

Name of manager	Signature of manager	Date
Thomas Sharratt	T SHARRATT	14/08/2019

Risk assessment reviews	Set future review dates & sign/comment upon completion
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Review date	Reviewed by	Reviewer signature	Remarks
14/08/2019	T Sharratt	T SHARRATT	Next Review 30/08/2021

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