



MENTAL WELLBEING WORKSHOP RISK ASSESSMENT FOR SCHOOLS

**Delivered by Retune Education Limited
(company number 12525575)**

“All pupils should have access to a quality arts education. Music, dance and drama build confidence and help children live happier, more enriched lives, and discover the joy of expressing themselves.” – [gov.uk](https://www.gov.uk)

The safety of school pupils and school staff is of paramount importance to Retune. In light of UK government guidelines, we will be implementing the measures below in order to conform to the regulations. These measures are the minimum steps we will take, and we will work closely with every school to ensure compliance with individual needs.

Hands

Presenters will wash their hands on arrival at the school and prior to departure. Each presenter will have his/her own bottle of sanitiser, which will be kept in the performance space and used regularly.

Face

Presenters will wear a face covering when moving around the school (see Space).

Space

Presenters delivering workshops for Retune will not come into contact with staff or students. They will maintain three-metre (3m) distance when performing and delivering the session and, other than loading in and unloading equipment, will move around the school as little as possible. They will remain in the designated performance space. Pupils are to be spaced at least two-metres (2m) apart from each other during the workshop where possible, and must keep 3m away from the presenter. Every effort will be made to minimise contact and mixing. Though workshops are designed for up to 30 pupils, this number can be reduced if the designated performance space is too small to allow sufficient distancing. It is recommended that workshop rooms are well-ventilated. Presenters will bring their own water and refreshments.

Bubbles

Following on from Space above, presenters will not mix between year group/class bubbles. If more than one session is being delivered in a single day, presenters will remain in the performance space and sanitise hands between sessions, maintaining a distance of at least 3m throughout. Pupils will move to and from sessions in their bubbles where required, escorted by at least one member of staff.

Singing

Presenters will not sing with excessive volume. Pupils will be permitted to join in and sing in their bubbles, at the school's discretion.

Other Participation

The sessions offer pupils the opportunity to draw, use their imagination and come up with creative ideas around mental wellbeing. The presenter will not distribute paper and/or pens, nor will they collect the drawings. When participating, pupils will not be permitted to shout out, and must wait to be given their turn to speak by the presenter. Pupils will be encouraged to come up with ideas for a new song. They will not be able to play percussion instruments, but can work together to discuss ideas.

If part of a bubble, they may be able to work together and share ideas, at staff discretion.

Mental Health Lead

Retune workshops require a Mental Health Lead to be present. In light of changing circumstances, we request that the Mental Health Lead plus one other member of staff is present, to assist with distancing requirements and ensuring compliance from pupils.

Symptoms

If any presenter is unwell, they will not enter a school and their work with Retune will not continue until they have completed a negative COVID-19 test. Any Retune commitments that the presenter was due to fill on that day, and for two weeks following that day, will be rearranged to a later date or fulfilled by a different presenter.

No Background Music

No background music will be used, and guitars will be played acoustically without amplification, meaning that there will be no cause to raise voices.

Feedback

Retune collects feedback cards from each session, which enables us to improve our service. This process will continue, unless the school requests otherwise.

Booking In

In order to minimise the number of different schools visited and reduce contacts, Retune will limit the number of schools it delivers to per week, and will run sessions as efficiently as possible, reaching as many young people as it can, safely, from a single location. Please contact your DSPL to book in effectively.

School Risk Assessment

Retune requests to see a risk assessment from each school in order to understand measures specific to that school, so that the workshops can be carried out as safely as possible.

We understand that there is no 'one-size-fits all' solution to the current situation, and we are very happy to work with you to ensure the smooth running of the Retune workshops. Please email hello@retunewellbeing.com or call 07739 469321 to let us know your exact requirements.

Signed By:

Retune:

Tom Ryder

School:

Date:

Date: