

# COVID-19 Risk Assessment

**Your name:** Jane Cameron

**Assessment carried out by:** Jane Cameron

**Date of next review:** 1 January 2021

**Date assessment was carried out:** 1<sup>st</sup> September 2020

## About my business

I provide instrumental tuition to individual students. Before the COVID-19 pandemic I taught all students at my home. During the pandemic, I have provided lessons online as an alternative to face-to-face teaching. From September 2020 I intend to offer a blend of face-to-face tuition and online tuition, in accordance with the preferences of my students and subject at all times to the advice, guidance or legislation of the English government.

## How this risk assessment was done

This risk assessment is based on the method and principles of the Health & Safety Executive (HSE)'s COVID-19 risk assessment, including advice about coronavirus and safe working here: <https://www.hse.gov.uk/coronavirus/working-safely/index.htm>. The aim of this risk assessment is to identify how COVID-19 could spread in my teaching environment, and to identify methods to stop the spread of the virus. This assessment reflects any relevant official government guidance for safe working during the pandemic.

I identified hazards by walking around my working space, mapping entry and exit procedures and movement around the building, noting ventilation options within my space, considering instrument and equipment cleaning procedures and whether any items are shared, taking note of additional risks associated with certain musical activities, e.g. singing, and reflecting on travel and how my students would get to my teaching space. I also considered those who may be considered to be vulnerable who also live in my home and are part of my social bubble, and also what measures to deploy if any COVID symptoms appear in me, my students or other members of my household.

I will update this assessment periodically in light of changes in government guidance or restrictions.

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Student / parent may introduce infection	Student, teacher and household		<p>Ask everyone the COVID-19 health check questions prior to admission to house</p> <p>Any parents / observers are required to wear a face mask while in the house. Students are also welcome to wear masks if this makes them feel more confident.</p> <p>Students are asked to contact teacher in advance to move their lesson to an online lesson if they or any household members / close contacts start to exhibit symptoms.</p> <p>Teacher to keep accurate records of students seen in person, to inform Test &amp; Trace if required.</p>	<p>Teacher</p> <p>Student / Parent</p> <p>Student / Parent</p> <p>Teacher</p>	Every lesson	Ongoing
Teacher may introduce infection	Student, teacher and household		<p>Teacher to move students to online lessons immediately if teacher starts to show symptoms as per COVID-19 health check questionnaire.</p> <p>Teacher to keep accurate records of students seen in</p>	Teacher	Every lesson	Ongoing

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			<p>person and notify appropriate students / parents of any symptoms in the household as per government policy.</p> <p>Teacher to wear clear visor when answering the door / letting pupil out of house</p> <p>No access to teaching room during teaching hours for other members of the household.</p> <p>Teacher to sanitise hands between students</p>			
Getting or spreading coronavirus by not washing hands or not washing them adequately	Students Teachers Visitors Vulnerable residents	Clear policy about handwashing  Provision of hand sanitiser	<p>Clear handwashing policy. It is compulsory for all visitors to house to sanitise hands on entry.</p> <p>Hand sanitiser available for all students and visitors on entry to the house.</p> <p>Bathroom facilities only available in emergencies - disposable towels and hand soap available in these circumstances.</p>	Every student and parent / visitor  Teacher to supply materials	Every lesson	Ongoing

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			<p>Clean all surfaces student is likely to have come into contact with after each lesson</p> <p>Communicate handwashing policy clearly and repeatedly</p>	<p>Teacher</p> <p>Teacher and student to observe hand washing rules.</p>		
<p>Getting or spreading coronavirus in common use high traffic areas such as corridors, toilet facilities, entry/exit points, lifts, and other communal areas</p>	<p>Students Teachers Visitors Vulnerable residents</p>	<p>Design route to ensure speedy entrance and exit from lessons. Develop entry and exit policy to maintain social distancing.</p> <p>Eliminate contact with other household members/parts of the house.</p> <p>Identify hard to clean surfaces.</p>	<p>Inform students of policy.</p> <p>Inform household when teaching in person will be happening.</p> <p>Minimise contact points for student (e.g. teacher will open all doors/ operate light switches etc.).</p>	<p>Teacher</p>	<p>7<sup>th</sup> September 2020</p>	

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			<p>Toilet facilities only available to students in emergencies.</p> <p>Establish cleaning routines</p> <p>Communicate handwashing (sanitising) policies</p>			
Getting or spreading coronavirus from shared instruments and materials	Students & teacher	<p>Minimise shared materials.</p> <p>No sharing of pencils</p> <p>Eliminate shared instruments where possible.</p>	<p>Write notebook on paper and email to student after the lesson, or student to write own notes (please bring your own pencil and your notebook!)</p> <p>Put a pencil on the student's stand and sanitise between lessons. Student is welcome to use own pencil.</p> <p>Provide student with photocopies if necessary, rather than sharing books</p> <p>Cleaning any remaining shared instrument adequately between lessons</p>	<p>Teacher</p> <p>Teacher</p>	Date	

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		Ensuring handwashing routines followed by all	Buy additional electric piano which can be easily cleaned.  Cover shared textile surfaces in wipe-clean plastic.  Share routines with students and visitors			
Getting or spreading coronavirus from shared instruments and materials (specifically tuning instruments)	Students & teacher	Driveby dropoff tuning service  Distancing during lessons	This service will continue  If instrument needs tuning during the lesson, student and parent will move into the corridor at least 2m away, teacher will sanitise / tune / sanitise / retreat, then student will return.	Teacher  Teacher to share with students	Date	
Getting or spreading coronavirus through not social distancing	Students & teacher	Identify places where it may not be possible to maintain social distancing  Reorganise room to ensure 2m distancing is possible.	Floor marker so student stays behind the line to maintain distancing during lessons.  Reorganise furniture.  Use clear screens to separate teacher and student (In progress)	Teacher  Teacher	Due by half term	

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		<p>Schedule lessons to minimise risk of overlap between students</p> <p>Entry/Exit policy</p>	<p>Mix of in person and online lessons</p> <p>Only book “in person” lessons with breaks in between so that students and parents do not meet others coming or going.</p> <p>Communicate entry/exit policy.</p>			
Vulnerable household members exposed to increased transmission risk	Household members	Managing routes through premises to teaching room to minimise risks of contact between vulnerable people and students	Ensure route through premises is observed, other household members know when teaching is taking place. Cleaning any possible contact points or surfaces between lessons.	Teacher & household members	Date	
Student uses public transport to attend lesson and may introduce infection	Student, teacher and household	Request student attend by means other than public transport and wear face covering as required by Government.	Continue online lessons if non-public transport options unavailable	Teacher & student	Date	
Poor ventilation in workspace leads to risks of coronavirus spreading	Students and teacher	<p>Ensure adequate ventilation during and between lessons</p> <p>Limit number of people</p>	<p>Keep windows open at both ends of room during lessons.</p> <p>Students are asked to attend</p>	<p>Teacher</p> <p>Student / Adult</p>		

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		<p>in teaching space at any one time</p> <p>Ensure sufficient time between lessons to enable cleaning and ventilation of the space</p>	<p>alone, or with one adult if necessary. Any adults attending their child's lesson must wear a face mask for the duration of the lesson.</p> <p>Offer a mix of online and in person lessons to allow adequate time for cleaning and ventilation</p> <p>Ensure lessons run to time.</p>	Teacher		
Student uses public transport to attend lesson and introduce infection	Student, teacher and household	Request student attend by means other than public transport and wear face covering as required by Government.	Students to have online lessons only in these circumstances.		Date	
Increased transmission risks from certain musical activities	Students & teacher	<p>Monitor government guidance, ISM recommendations and latest scientific research for changes in guidance</p> <p>Be aware of additional risks if singing is done</p>	<p>Continue to monitor</p> <p>Inform students that they are required to bring a face mask and wear it if we practice aural tests, which will be completed</p>	<p>Teacher</p> <p>Student</p>	<p>Weekly</p> <p>Weekly</p>	



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			<p>with us facing away from each other.</p> <p>Suggest aural app or practice during online lessons if students unable to wear a mask.</p>			