# COVID-19 Risk Assessment

## Helen Wilkins

## Date of next review: e.g. 22 October 2020

## Date assessment was carried out: 16 September 2020 (revised)

**About my business**

I provide instrumental tuition to individual students. At the date of this assessment I have 29 students. Before the COVID pandemic I taught all students at my home, at their home or at a school. I have provided lessons online as an alternative to face-to-face teaching since March 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 UK 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 wind and brass instruments, 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 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 |
| --- | --- | --- | --- | --- | --- | --- |
| Getting or spreading coronavirus by not washing hands or not washing them adequately  | StudentsTeachersVisitorsVulnerable residents | Provision of hand sanitiser.Clean all surfaces student is likely to come into contact with after lesson.Hand washing facilities cleaned daily and if possible between each student, with change of hand towels between each student. | Ensure supply of single use towelsCommunicate handwashing policy clearly and repeatedly | Teacher to supply materialsTeacher and student to observe hand washing rules | 17/09/2020 | y |
| Getting or spreading coronavirus in common use high traffic areas such as corridors, toilet facilities, entry/exit points, and other communal areas  | StudentsTeachersVisitorsVulnerable residents | Schedule lessons to have a 5 minute gap between one student leaving and another one arriving. Minimising contact points for student (e.g. teacher will open all doors/ operate light switches etc.).Encourage speedy entrance and exit from lessons and eliminate contact with other household members/parts of the house. Identify:* any areas where social distancing cannot be observed
* areas and surfaces that are frequently touched but are difficult to clean
 | Establish cleaning routinesCommunicate handwashing policiesContinue to review timetable to schedule lessons to reduce chances of pupils overlapping, for example by alternating online and in-person teaching.  | Teacher | Continuously monitored | ongoing |
| Getting or spreading coronavirus from shared instruments and materials | Students & teacher  | Eliminate shared instruments where possible.Cleaning any remaining shared instrument adequately between lessonsEnsuring handwashing and hand sanitising routines followed by all | Limit other materials student can bring to lesson.Eliminate sharing as far as possible.  | Teacher | Continuously monitored | ongoing |
| Getting or spreading coronavirus through not social distancing | Students & teacher | Identify places where it may not be possible to maintain social distancing Mark floor to show required distanceSchedule lessons to minimise risk of overlap between students | Consider arrangement of room to minimise face-to-face working e.g. side by side. | Teacher | 17/09/2020 | y |
| Other 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. | Teacher & household members | ongoing | ongoing |
| 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 tbc |  |
| Poor ventilation in workspace leads to risks of coronavirus spreading | Students and teacher | Ensure adequate ventilation during and between lessonsIdentify additional means of ventilating spaceEnsure sufficient time between lessons to enable cleaning and ventilation of the space | Consider alternating an in -person lesson with an online lesson to allow adequate time for cleaning and ventilationLimit number of people in teaching space at any one time | Teacher | Timetable continuously monitored and reviewed | y |
| Increased transmission risks from certain musical activities such as singing  | Students & teacher  | Ventilation of teaching space;Social distancing Arrangement of roomUse visors to eliminate transmission | Monitor government guidance and research for changes in guidanceOffer remote teaching. Consider arrangement of room to minimise face-to-face working.  | Teacher | ongoing | ongoing |