

COVID-19 Risk Assessment

Emma Cunnington – Bespoke Music Tuition
Assessment carried out by: Emma Cunnington

Date of next review: 18th June 2021 **Date assessment was carried out: 18th March 2021**

About my business

I provide instrumental tuition to individual students. At the date of this assessment I have 13 regular students. Before the COVID pandemic I taught all students at a local music school in a building which has shared washing and lavatory facilities, which is cleaned every night by staff. I have provided lessons online as an alternative to face-to-face teaching. 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/Scottish/Welsh/Northern Irish government. In this blend, I intend to offer face-to-face tuition in students' homes, in addition to the local music school. The local music school has an assessment which can be accessed on request.

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 communicating with students about entry and exit procedures, movement around their home, noting ventilation options within the space, considering instrument and equipment cleaning procedures and whether any items are shared. I have taken note of additional risks associated with wind instruments, and reflecting on travel and how I would get to students' properties. 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/

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
<p><i>Germs spreading on surfaces</i></p>	<p>Teacher, Students & Vulnerable Residents</p>	<p>Hand sanitizing before entering a property, and avoiding touching doorhandles etc.</p> <p>Screens will be cleaned in between students and any cases or equipment will be cleaned frequently.</p>	<p>Ensure that the teacher (and the student) is wearing appropriate face shields/ mask for entering the property and for the duration of the lesson.</p> <p>Continue cleaning equipment, screens in between students.</p> <p>Ensure that the teacher has appropriate supplies of PPE, cleaning products.</p>	<p>Teacher</p>	<p>Continuous</p>	<p>Ongoing</p>
<p><i>Getting or spreading coronavirus in common use high traffic areas such as corridors, toilet facilities, entry/exit points, lifts, and other communal areas</i></p>	<p>Teacher, Students & Vulnerable Residents</p>	<p>For each student, the teacher will identify:</p> <ul style="list-style-type: none"> - A route to ensure speedy entrance and exit from the property and eliminate contact with other parts of the house. - Areas, such as corridors, where social distancing is not possible <p>The teacher will also avoid using any facilities in the property, such as toilet facilities.</p>	<p>Minimising contact points for the teacher (e.g. student will open all doors/ operate light switches etc).</p> <p>Establish cleaning routines for equipment entering households (screens, instruments) as well as face shields etc.</p> <p>Schedule lessons to allow for screens to be cleaned in between students.</p>	<p>Teacher & Students</p>	<p>Continuous</p>	<p>Ongoing</p>

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<i>Getting or spreading coronavirus from shared instruments and materials</i>	Students & Teacher	<p>No sharing of instruments, and if an instrument is to be handled the following needs to be in place:</p> <ul style="list-style-type: none"> - Face mask and face shield - Sanitising hands before wearing disposable gloves <p>Student and teacher to possess own copies of the music, and where the teacher gives a resource to a student, it will be transferred in a plastic wallet ready for quarantine.</p> <p>Ensuring handwashing routines followed by all</p>	<p>Notify students that they will require physical copies of music.</p> <p>Teacher to purchase copies of the music.</p> <p>Eliminate sharing as far as possible.</p>	Teacher & Students	Continuous	Ongoing
<i>Getting or spreading coronavirus through not social distancing</i>	Students & Teacher	Identify places where it may not be possible to maintain social distancing	<p>Consider arrangement of room to minimise face-to-face working e.g. side by side.</p> <p>Use clear screens to separate</p>	Teacher	Continuous/ before the first lesson commences	Ongoing

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		Check the property before starting the first at-home lesson to measure where the teacher & student need to be positioned for social distancing to be in place.	teacher and student			
<i>Vulnerable household members exposed to increased transmission risk</i>	Household Members of the Student	Managing routes through premises to the room where the lesson takes place 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. Students to clean any possible contact points or surfaces, in applicable	Student & Teacher	Continuous	Ongoing
<i>Teacher uses public transport to attend lesson and may introduce infection</i>	Teacher, Students & Vulnerable Residents	Teacher to travel by car to all lessons.	Postpone or continue online lessons if non-public transport options unavailable (e.g. car breaks down/in for repairs)	Teacher	Continuous	Ongoing
<i>Poor ventilation in workspace leads to risks of coronavirus spreading</i>	Students and Teacher	Ensure adequate ventilation during lessons, and student not to cross over into the teacher's space. Identify additional means of ventilating space.	Ensure the student is aware to let the room be ventilated for 15 minutes before other household members use the space. Limit number of people in teaching space at any one time.	Teacher & Student	Continuous	Ongoing

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<i>Increased transmission risks from Woodwind instruments</i>	Students & Teacher	<p>Ventilation of teaching space.</p> <p>Social distancing (2m+).</p> <p>Arrangement of room</p>	<p>Monitor government guidance and research for changes in guidance</p> <p>Teacher will offer remote teaching where applicable.</p> <p>Teacher to consider the layout of the teaching room to minimise risk.</p> <p>Use clear screens to separate teacher and student</p>	Teacher	Continuous	Ongoing
<i>Teacher or student is symptomatic</i>	Teacher, Students & Vulnerable Residents	<p>Asking the students to postpone the lesson/revert to online if they have any symptoms.</p> <p>Teacher to postpone the lesson/revert to online if they have any symptoms.</p>	Teacher could begin temperature checks for both the teacher and the student.	Teacher & Student	Continuous	Ongoing