

COVID-19 Risk Assessment

Your name: Debbie Gordon-Walker

Assessment carried out by: Debbie Gordon-Walker

Date of next review: 2nd February 2021

Date assessment was carried out: 30th November 2020

About my business

I provide instrumental tuition to individual students from my home and also teach individuals and groups of 2 at Windmill Primary School. At the date of this assessment I have 28 students. Before the COVID pandemic I taught all students at my home and at the primary school. 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 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 tuning 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/

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	Students Teachers Visitors Family members	Clear policy about handwashing Provision of hand sanitiser and reminding pupils to use it Washing my own hands regularly and using sanitiser between lessons Ensure supply of sanitiser. Clean all surfaces student is likely to come into contact with after lesson Communicate handwashing policy clearly and repeatedly	Wear clear visor when offering face to face lessons	Teacher to supply materials Teacher and student to observe hand washing rules Teacher to wear visor	2 nd December	yes

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<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 and eliminate contact with other household members/parts of the house. Identify: <ul style="list-style-type: none"> - areas and surfaces that are frequently touched but are difficult to clean Minimising contact points for student (e.g. teacher will open all doors/ operate light switches etc.). Establish cleaning routines Communicate handwashing policies Ensure lessons run to schedule to avoid pupils crossing over in doorway</p>	<p>Continue to stay alert and follow procedure</p>	<p>Teacher</p>	<p>2nd December</p>	<p>yes</p>

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Getting or spreading coronavirus from shared instruments and materials	Students & teacher	Eliminated shared instruments where possible. Ensuring handwashing routines followed by all Have own copies of music so not to share stands or sheet music Tech pupils to tune guitars independently so that I do not need to touch them	Continue to follow procedure	Teacher	2 nd December	yes
Getting or spreading coronavirus through not social distancing	Students & teacher	Identify places where it may not be possible to maintain social distancing Keep window open for ventilation Set chairs up as far away as possible Schedule lessons to minimise risk of overlap between students	Continue to follow procedure	Debbie Gordon-Walker	2 nd December	yes

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Vulnerable household members exposed to increased transmission risk	Household members	<p>Managing routes through premises to teaching room to minimise risks of contact between vulnerable people and students</p> <p>Ensure route through premises is observed, other household members know when teaching is taking place. Cleaning any possible contact points or surfaces.</p>	Continue to follow procedure	Debbie Gordon-Walker & household members	2 nd December	yes
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	Debbie Gordon-Walker & student	2 nd December	yes
Poor ventilation in workspace leads to risks of coronavirus spreading	Students and teacher	<p>Ensure adequate ventilation during and between lessons</p> <p>Ensure pupils wait outside until adequate cleaning has happened</p>	<p>Continue offering on-line lessons where possible for some students to reduce students attending in person.</p> <p>Remind pupils to wear warm clothing</p>	Debbie Gordon-Walker	2 nd December	yes

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Pupil becomes distressed by the additional stress of the situation	Student	Keep lessons upbeat and positive Ensure that all measures are taken to make pupil feel safe and at ease Keep regular contact with parents to ensure that worries are addressed	Continue to work as usual	Debbie Gordon-Walker	2 nd December	yes