

COVID-19 RISK ASSESSMENT V1.1

Company Name: Music Speaks

Activity: Private music tuition in Music Teacher's home

Risk Assessment carried out by: Naomi Blundell, Music Teacher

Date of Risk Assessment: 05/09/2020

This Risk Assessment has been undertaken in accordance with the advice of the Incorporated Society of Musicians (ISM)¹ and using the template provided by the UK Health and Safety Executive (HSE)².

Box 1.1 Key Principles of Risk Assessment – Incorporated Society of Musicians (ISM)

The aim of your risk assessment is to protect people (including yourself, and anyone living in your household if you teach at home) from harm if they are receiving music tuition from you and in particular to eliminate or minimise risks of COVID-19 transmission.

You must do the following in your risk assessment:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this is not possible, control the risk.

You should document all this in writing. You can adapt the HSE template to suit your circumstances.

You should also create a procedure checklist to mitigate the risks of contamination before, between and after face-to-face lessons.

It is also worth reminding your students that if you both agree they can receive face-to-face lessons, they accept that such tuition will never be entirely free of risk of contracting COVID-19 but that you have made all efforts to assess risks accurately and to take steps to minimise risks where identified.

The latest government guidance on COVID-19 must always inform your assessment.

Table 1: Assessment of risks and summary of actions needed to control risk where possible

	What are the hazards?	Who might be harmed and how?	What <u>action</u> do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
Handwashing and hygiene	Getting or spreading coronavirus by not washing hands or not washing them adequately	Teacher Pupils Pupils parents / carers / other family members or individuals dropping off / collecting pupils Teacher's family/household	Follow HSE guidance on cleaning, hygiene and hand sanitiser. Actions: <i>Provide water, soap and drying facilities</i> <i>Provide hand sanitiser in entrance area</i> <i>Put signs up to remind people to wash and sanitise hands and not touch their faces</i> <i>Provide information on how to wash hands properly and display posters</i> <i>Provide hand sanitiser for the occasions when people can't wash their hands</i> <i>Remind pupils to wash or sanitise hands on arrival and departure and not to touch their face</i> <i>Identify how you are going to replenish handwashing / sanitising facilities</i>	NB	14/08/2020
Social distancing	Contracting or spreading the virus by not social distancing Getting or spreading coronavirus in common use high traffic areas such as entrance area, toilet facilities, doorways, hallway, music	Teacher Pupils Pupils parents / carers / other family members or individuals dropping off / collecting pupils Teacher's family/household	Follow HSE guidance on social distancing. Record near-misses to identify where controls cannot be followed or people are not doing what they should. <u>Places / situations where, under normal circumstances, people would not be able to maintain social distancing rules, and corresponding actions to minimise risk:</u> Issue: In entrance area (area outside storm porch, storm porch, front doorway, hallway, doorway to music room) at lesson changeover time: one pupil arriving, one departing. Action: <i>Allow space of minimum 10 minutes between lessons; encourage prompt arrival and departure. Early arrivals to wait outside building; seating will be provided.</i> Issue: In piano teaching with teacher and pupil sharing instrument Action: <i>Introduce second piano, position teacher and pupil seats at least 1 metre apart; 2 metres if possible</i>	NB	14/08/2020

	room, other communal areas		<p>Issue: Violin / guitar / piano lessons demonstrating correct instrument hold, hand position etc.</p> <p>Action: <i>Adjust teaching approach. No physical contact. Maintain 2 metre distancing. Encourage pupils to learn correct technique through careful explanation, demonstration, observation.</i></p> <p>Issue: End of pupils' lessons where one or more parent/carer/family member enter teaching space for discussion. Number of people in room does not allow social distancing rules to be met.</p> <p>Action: <i>Request parents / carers/ other family members not to enter building; hold discussions outdoors.</i></p> <p>Issue: Usual teaching space set-up teacher and pupil in violin / guitar / singing is less than 2 metres.</p> <p>Action: <i>Rearrange teaching space, removing / rearranging furniture to allow for 2 metre distance between teacher and pupil in line with social distancing guidance. Make clear indication of where to stand / sit. Display signs to remind people to socially distance.</i></p> <p>Issue: Pupils / parents / carers / other adults dropping of and collecting come into contact on driveway and at entrance area.</p> <p>Action: <i>Encourage a one-way route around driveway using marking tape or chalk. Request prompt arrival and departure. If one pupil / family is in entrance area request new arrival to wait in indicated area allowing social distancing to be maintained. Display signs to remind people to socially distance.</i></p> <p>Issue: Teacher tunes pupils' instruments in violin and guitar lessons – risks relating to reduced social distance and shared contact with surfaces.</p> <p>Action: <i>Encourage and support tuning of own instruments where possible. Where not possible, implement a 'drop zone' for passing instruments between teacher and pupil. Remind pupils not to touch their face and to sanitise hands on departure.</i></p> <p>Issue: On pupils' arrival and greeting them at the front door, social distancing is made difficult by narrow width of hallway.</p> <p>Action: <i>On pupils' arrival/departure, avoid teacher and pupil crossing in hallway by teacher stepping back to allow pupil to enter music room first.</i></p>		
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Cleaning surfaces and equipment	Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Teacher Pupils Pupils parents/carers/other family members or individuals dropping off/collecting pupils Teacher's family/household	<p>Use the HSE guidance on cleaning and hygiene during the coronavirus outbreak.</p> <p><u>Surfaces that are frequently touched by multiple people:</u></p> <p>Door handles, piano, piano stool, pencils, rubbers, water glasses, music stands, pupils' practice diaries, sheet music and music books, pupils' music folders, taps, WC, cash payments.</p> <p>Actions:</p> <p><i>Clean all shared surfaces with antibacterial wipes in between individual lessons in addition to a daily thorough clean of all areas and surfaces and a deep clean if anyone develops symptoms of coronavirus.</i></p> <p><i>Keep surfaces clear to make cleaning easier.</i></p> <p><i>Leave doors open where possible to reduce contact with door handles.</i></p> <p><i>Request pupils bring their own bottle of water, pencil and rubber.</i></p> <p><i>Encourage pupils to write in their practice diaries themselves.</i></p> <p><i>Reduce need for moving around the house as much as possible by requesting pupils (young children especially!) use the toilet facilities at their home before attending their lesson. This will reduce the potential spread of any contamination through touched surfaces.</i></p> <p><i>Request online payments where possible.</i></p>	NB	14/08/2020
Mental health and wellbeing	Mental health and wellbeing affected through isolation or anxiety about coronavirus	Teacher Pupils Pupils parents / carers / other family members or individuals dropping off / collecting pupils Teacher's family/household	<p>Follow HSE guidance on stress and mental health.</p> <p>Actions:</p> <p><i>Communicate openly with others, especially the self-employed, teachers and musicians, to share concerns/anxieties /experiences/solutions.</i></p> <p><i>Communicate openly with pupils and their parents/carers about the mental health and wellbeing in relation to coronavirus and tell them what to do to raise concerns or who to go to so they can talk things through.</i></p> <p><i>Keep pupils and their parents/carers updated on what is happening so they feel involved and reassured.</i></p> <p><i>Share information and advice with pupils about mental health and wellbeing.</i></p> <p><i>Seek help if personal stress and anxiety issues are identified.</i></p> <p><i>Encourage pupils to talk through strategies with an adult they trust.</i></p>	NB	14/08/2020

Ventilation	Poor ventilation in the teaching space leading to risks of coronavirus spreading	Teacher Pupils Pupils parents / carers / other family members or individuals dropping off / collecting pupils Teacher's family/household	Follow HSE guidance on heating, ventilation and air conditioning (HVAC). Issue: Teaching space is of a reasonable size but can become warm and stuffy with limited air movement especially in warm weather. Action: <i>Fresh air is the preferred way of ventilating the workplace so have music room door and windows open as much as possible for improved ventilation.</i>	NB	14/08/2020
Vulnerable groups	Increased risk of infection and complications for vulnerable people	Vulnerable pupils Vulnerable family / household members of pupils	Actions: <i>Identify pupils who are clinically extremely vulnerable or at higher risk of poorer outcomes (see the Public Health England report Disparities in the risk and outcomes of COVID-19) or who have a parent, carer, or other family/household member who is clinically extremely vulnerable or at higher risk of poorer outcomes. These may include individuals who are undergoing chemotherapy or who are pregnant.</i> <i>Put systems in place so people know when to notify you that they fall into one of these categories.</i> <i>Discuss with pupils and parents/carers what their personal risks are and identify what you need to do in each case. If they are coming into face-to-face lessons identify how you will protect them through social distancing and hygiene procedures.</i> <i>Offer extended or alternative measure to further reduce or eliminate risk of transmission of the virus, e.g. wearing of masks/face-coverings; lessons over Zoom.</i>	NB	14/08/2020

1. <https://www.ism.org/advice/health-and-safety-guidance-for-private-music-teachers> (05/09/2020)

2. https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=covid-risk-3&utm_content=digest-2-jul-20 (05/09/2020)