

COVID-19 Risk Assessment

Sussex Music School

Assessment carried out by: Alexandra Dalton

Date of next review: 1 January 2021

Date assessment was carried out: 25th August 2020

About my business

Sussex Music School provides instrumental tuition to children and adults in both tutors' own homes and the home of the students. Before the COVID pandemic we taught all students in homes with shared washing and lavatory facilities. Since March 23rd, we have provided lessons online as an alternative to face-to-face teaching. We now intend to return to face-to-face teaching where possible, in line with government advice and subject to adherence with our policy.

How this risk assessment was done [please adapt to suit your circumstances]

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

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 Vulnerable residents	Clear policy about handwashing Provision of water soap and drying facilities at wash station Provision of hand sanitiser	Ensure supply of disposable towels, hand soap, hand sanitiser. Clean all surfaces student is likely to come into contact with after lesson Communicate handwashing policy clearly and repeatedly Ensure paper towels if used can be disposed of safely e.g. via pedal bin	Teacher to supply materials Teacher and student to observe hand washing rules	Immediately from the start of face-to-face teaching	
Getting or spreading coronavirus in common use high traffic areas such as corridors, toilet facilities, entry/exit points, lifts, and other communal areas	Students Teachers Visitors Vulnerable residents	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"> - any areas where social distancing cannot be observed - 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 Schedule lessons to reduce chances of pupils overlapping. We will implement a 10-15 minute window between lessons.	Teacher	Immediately from the start of face-to-face teaching	

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Getting or spreading coronavirus from shared instruments and materials	Students & teacher	<p>There will be no sharing of instruments. Ensure there are two keyboards in the teaching room where keyboards are taught if possible.</p> <p>Pupils to bring minimum materials necessary. Teacher not to touch sheet music.</p>	<p>Limit other materials student can bring to lesson.</p> <p>In cases where there is no second keyboard and the teacher must demonstrate, medical gloves must be worn by the teacher.</p> <p>Piano keyboards will be thoroughly wiped down with sanitiser between lessons.</p>	Teacher	Immediately from the start of face-to-face teaching	
Getting or spreading coronavirus through not social distancing	Students & teacher	<p>Identify places where it may not be possible to maintain social distancing</p> <p>Mark floor to show required distance</p> <p>Schedule lessons to minimise risk of overlap between students</p>	<p>Consider arrangement of room to minimise face-to-face working e.g. side by side.</p> <p>Use clear screens to separate teacher and student</p>	Teacher	Immediately from the start of face-to-face teaching	
Vulnerable household members exposed to increased transmission risk	Household members	Managing routes through premises to teaching room to minimise risks of contact between	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	Immediately from the start of face-to-face teaching	

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		vulnerable people and students				
Poor ventilation in workspace leads to risks of coronavirus spreading	Students and teacher	Ensure adequate ventilation during and between lessons Identify additional means of ventilating space Ensure sufficient time between lessons to enable cleaning and ventilation of the space (10-15 minutes)	Consider alternating an in - person lesson with an online lesson to allow adequate time for cleaning and ventilation Limit number of people in teaching space at any one time	Teacher	Immediately from the start of face-to-face teaching	
Increased transmission risks from certain musical activities	Students & teacher	Ventilation of teaching space; Social distancing Arrangement of room Use the largest room possible.	Monitor government guidance and research for changes in guidance Offer remote teaching. Consider arrangement of room to minimise face-to-face working. Use clear screens to separate teacher and student	Teacher	Date	

