

COVID-19 Risk Assessment

Your name: Anita Morrison/Fenoughty

Date of next review: 1 January 2021

Assessment carried out by: Anita Fenoughty

Date assessment was carried out: 5 September 2020

About my business

I provide singing tuition to individual students. Before the COVID pandemic I taught all students at my home which has shared washing and lavatory facilities, and which is cleaned by me or my cleaner. 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 equipment cleaning procedures and whether any items are shared, taking note of additional risks associated with singing, and reflecting on travel and how my students would get to my teaching space. I also considered 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/

Guidance

Use the hazard matrix below to calculate the risk rating for the activity

Risk = Likelihood x Severity (chance of catching Coronavirus due to attending music lessons)

		Severity				High risk groups (over 70s, illness) Severity always=5
		Minimal chance of catching	Slight chance of catching	Possibility of catching	Significant chance of catching	
Likelihood		1	2	3	4	5
Almost certain	5	5	10	15	20	25
Probable	4	4	8	12	16	20
Possible	3	3	6	9	12	15
Unlikely	2	2	4	6	8	10
Rare	1	1	2	3	4	5

Use the following to rate the risk and plan corrective action:

Risk level	Category	Tolerability	Comments
1 - 2	VERY LOW	Acceptable	No further action is necessary other than to ensure that the controls are maintained
3 - 4	LOW	Acceptable	No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort)
5 - 7	MEDIUM	Tolerable	Consideration should be given as to whether the risks can be lowered, where applicable, to a acceptable level, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period
8 - 14	HIGH	Tolerable	Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity, or to apply interim risk control measures, until this is completed. Considerable resources might have to be allocated to additional control measures.
15 and above	VERY HIGH	Unacceptable	Cease activity

Activity <i>List the activities to be undertaken</i>	Person affected	Hazard <i>Identify the hazards associated with the activities</i>	Control measures already in place to control the risk <i>List any safety measures that are already in place to control the risks</i>	Risk rating score with existing controls (prior to Covid 19)	Additional controls required <i>List any additional safety controls or precautions that are required but are either not currently in place or are required to lower the risk rating</i>	Risk rating score with new controls *
Entering / leaving the building	Student Me Household Visitors	Touching of surfaces which may result in transmission of virus. Breathing - Risk of droplets and aerosols Contamination caused by carrying virus on outside clothing.	None required but routine cleaning did take place prior to Covid 19	3 x 3 =9	Wipe all door handles (exterior and interior) with antibacterial/viral wipes before starting, between students and before leaving. Ensure student has used hand sanitiser or handwashing facilities as they enter the premises. Maintain social distancing at all times as they enter the house. Ask student to hang their coat in a dedicated area and take off shoes. Clean and disinfect area before student arrives and after they leave.	2x1 = 2 High risk Group 2x5=10 (may want to consider wearing a mask for entering/exiting)
Entering/ using Teaching room	Student Me	Touching of surfaces which may result in transmission of virus.	None required prior to Covid 19	3 x 3 =9	Wipe all door handles, with antibacterial/viral wipes before starting, between students and use antibacterial spray on soft furnishings. Ensure lights are already on.	1x1=1
Maintaining Social distancing	Student Me Household Visitors	Keeping 2 meters away from each other as per current legislation	None required prior to Covid 19	5x4=20	Ask student to stand in a particular area of the teaching space Set up screen between me and student.	1 x 1=1 High risk Group 1x5=5
Breathing	Student Me	Breathing the same air as another person - Risk of droplets and aerosols	None required prior to Covid 19	4x4=16	Maintain social distancing. Keep studio doors closed during teaching to prevent unauthorised	2x3=6

					<p>access.</p> <p>Set up screen between me and student.</p> <p>Ensure air purifier with UV-C is switched on and disinfecting the air.</p> <p>Ventilate room between students by opening outside doors.</p>	<p>High Risk Group 2x5=10</p>
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Using the cloakroom/ toilet facilities	Student Me Household Visitors	Touching of surfaces which may result in transmission of virus, breathing - Risk of droplets and aerosols	None required but routine cleaning did take place prior to Covid 19	3x3=9	Wipe down and spray surfaces between students.	2x2=4
						High Risk Group 2x5=10
Making drinks	Student Me Household Visitors	Touching of surfaces, saliva residue on cups.	Ensuring all cups were washed between use and kitchen area was kept clean	3x3=9	No entry to the kitchen by student. No drinks to be offered to the student. Ask them to bring their own water.	1x1=1
Singing	Student Me	Breathing. Risk of droplets and aerosols	None required prior to Covid 19	4x3=12	Ensure that the air purifier is on disinfecting mode, screen is up and that there is social distancing. Ventilate the room between students	2x3=6
						High Risk Group 2x5=10
Sharing music	Student Me	Touching of surfaces which may result in transmission of virus	None required prior to Covid 19	3x3=9	Ask student to inform me of what they'd like to work on prior to the lesson, in which key. If I do not have a copy then to ask the student to send a PDF	2x2=4
						High Risk Group 2x5=10
Sharing equipment; Writing implements Music stand	Student Me	Touching of surfaces which may result in transmission of virus	None required prior to Covid 19	3x3=9	Ask student to provide their own pen/pencils Wipe down and spray surface between students.	2x2=4
						High Risk Group 2x5=10

Risk Assessment Form

Action	Responsible person	Completion Date	Date Completed
Continually monitor the global situation at least on a monthly basis.	AM		
If cases of coronavirus spike in this area consider suspending lessons	AM		

Notes:

Severity is taken as 5 for all high risk groups

This assessment is based on current information as of 5 September 2020.

Please read this carefully and contact me if you feel the need to discuss any of these measures before agreeing to come for a lesson.

Revisions

Version 1 5 September 2020 Original assessment