

COVID-19 Risk Assessment

Your name: **MATTHEW THOMAS MORGAN & SINGSCREEN** Assessment carried out by: **MATTHEW THOMAS MORGAN & SINGSCREEN**

Date of next review: **1st October 2020**

Date assessment was carried out: **28th August 2020**

About my business

I provide vocal and conducting tuition to individual students, music consultancy and run a screening business from my premises of 25 Lubbock Road, Chislehurst, Kent, BR7 5JG. At the date of this assessment, I have a range of students working online and face to face, these chance on a regular basis. Before the COVID pandemic I taught across the UK & at home a buildings which have shared washing and lavatory facilities, and which are cleaned variously, some by me (home) and others by external contractors/3rd parties. 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 or any UK jurisdiction which has different guidance (e.g. Scotland, Wales or Northern Ireland).

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, which is my case is singing or conducting teaching, 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 (they are sometimes present and sometimes away), 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. In the assessment below the word 'Teacher' can also be interchangeable with Matthew Thomas Morgan running SingScreen and his own music business supplying music services

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 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 (as necessary)	28/08/20 (and each time lessons are planned)	
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	Teacher	28/08/20 (and reviewed before each set of lessons)	
Getting or spreading coronavirus from shared instruments and materials	Students & teacher	Eliminated shared instruments where possible. Cleaning any remaining shared	Limit other materials student can bring to lesson. Their music, stationary. There will be no sharing except for a music stand for music and screen	Teacher	28/08/20 (and reviewed before each set of lessons)	

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		instrument adequately between lessons Ensuring handwashing routines followed by all	between the teacher and the student. Eliminate sharing as far as possible. – Only a music stand.			
Getting or spreading coronavirus through not social distancing	Students & teacher	Identify places where it may not be possible to maintain social distancing Mark floor to show required distance Schedule lessons to minimise risk of overlap between students	Consider arrangement of room to minimise face-to-face working e.g. side by side. – Student will be behind me with a door behind them and a screening unit between us. Use clear screens to separate teacher and student – I will be using my new SingScreen unit	Students – taking direction Teacher – leading and instructing	28/08/20 (and reviewed before each set of lessons)	
Vulnerable household members exposed to increased transmission risk	Household members	Managing routes through premises to teaching room 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. Cleaning any possible contact points or surfaces. – There is little flexibility in my premises for different routes to be taken, hence cleaning will be key here.	Teacher & household members	28/08/20 (and reviewed before each set of lessons)	
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 of non-public transport options unavailable – I will encourage this.	Teacher & student	28/08/20 (and reviewed before each set of lessons)	
Poor ventilation in workspace leads to	Students and teacher	Ensure adequate ventilation during and between lessons	Consider alternating an in - person lesson with an online	Teacher	28/08/20 (and reviewed before each set of lessons)	

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risks of coronavirus spreading		Identify additional means of ventilating space Ensure sufficient time between lessons to enable cleaning and ventilation of the space	lesson to allow adequate time for cleaning and ventilation Limit number of people in teaching space at any one time – I will only be teaching and there is a door and windows which can be opened within the space			
Student uses public transport to attend lesson and introduce infection	Student, teacher and household	Request student attend by means other than public transport and wear face covering as required by Government.	Contact students to let them know that this is my preferred policy. Limit the number of students using public transportation.	Teacher contact Students, Students reply to Teacher with intentions	28/08/20 (and reviewed before each set of lessons)	
Increased transmission risks from certain musical activities	Students & teacher	Ventilation of teaching space; Social distancing Arrangement of room	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	28/08/20 (and reviewed as updated guidance and protocols are released)	