

Covid-19 Risk Assessment for Face-to-Face Instrumental Teaching from Home

Company name: Michelle Falcon (sole trader)
Assessment carried out by: Michelle Falcon
Date assessment was carried out: 2nd September 2020

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Getting or spreading coronavirus by not washing hands or not washing them adequately	Customers (parents & pupils) Teacher House occupants	Provide hand sanitiser stationed in the front hall way	Provide instructions on how and when to use the hand sanitiser prior to the customer visit	MF	Prior to first lesson
			Put up a sign to remind customers to sanitise their hands	MF	Prior to first lesson
			Give verbal instructions to sanitise hands on entrance to the house	MF	When customer arrives
			Show customers where the hand sanitiser is located and check that they follow the instructions	MF	When customer arrives
			Replenish hand sanitiser	MF	Check prior to start of each teaching day

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Getting or spreading coronavirus in common use high traffic areas such as the hallway, bathroom, living room and music room	Customers (parents & pupils)	Restrict customer access to the bathroom to emergency use only	In case of bathroom use, stop the lesson to clean before and after use	MF	Immediately before and after use
	Teacher	Remove waiting room facility in the living room	Instruct parents to wait in their vehicle	MF	Prior to first lesson
	House occupants	Restrict access to music room to pupil and teacher only (except in case of one off consultation lessons where pupil and one parent/carer may attend together)	Provide instructions on the health and safety protocols identified by the risk assessment	MF	Prior to first lesson
		Restrict access to the hallway to the teacher and pupil only	Teacher step back and allow pupil to hand sanitise and make their own way to the music room	MF	When customer arrives
		Instruct other house occupants, where possible to avoid using areas to which the customer has access during the teaching session	Clean customer areas after teaching session is complete	MF	Prior to commencing a teaching sessions
		Instruct pupil to stand in the lesson to minimise contact with surfaces	Instruct parents to talk to their child about the health and safety requirements identified in this document	MF & Parent	Prior to the first lesson

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Getting or spreading coronavirus by not cleaning surfaces, equipment and work space	Customers (parents & pupils)	Wipe down door handles and banisters	Clean between pupils and before and after the teaching session	MF	Between pupils and before and after the teaching session
	Teacher	Leave internal doors open where possible to avoid contact		MF	Prior to teaching session
	House occupants	Bring minimal belongings and provide a plastic tub with lid for pupils to store their items	Sanitise plastic tub between use of each pupil	MF	Prior to teaching session
		Provide a chair for the pupil's instrument case	Sanitise chair between each pupil use	MF	Prior to teaching session
		Sanitise surfaces which the pupil comes into contact with, such as the music stand and chair		MF	Between pupils and before and after the teaching session
		Wear gloves to tune the instrument if the pupil cannot tune by themselves	Wipe down instrument pegs and fingerboard with anti-bacterial wipe	MF	During lesson
		Pupils to bring all of their own equipment and music. No borrowing will be permitted.	Instruct pupils to bring their own pencil to write on the music themselves	MF & Customer	Prior to first lesson
		Teacher to write lesson notes in her own notepad, scan and email them after the lesson	Instruct pupil to bring their own pen and notebook to write themselves	MF	Prior to first lesson
Clean before and after each teaching session		MF	Before & after the session		

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Mental health and wellbeing affected through anxiety about coronavirus	Customers (pupils)	Make sure pupils are informed of the Covid-19 protocols by asking parent/carer to talk to their child before the lesson	Check that the parent has informed their child and that all parties are comfortable with the protocols	Parent & MF	Before the lesson
Contracting or spreading the virus by not social distancing	Customers Teacher	A social distancing measure of at least 1m will be maintained at all times	Use a visual marker Stop the lesson if social distancing is breached and refer the pupil back to the parent	MF & Customer	During the lesson
		Customers will be instructed not to touch the household pets	Pets will be kept out of the teaching room	MF & Customer	During the lesson
		Face coverings are optional for all parties	Customers may instruct the teacher to wear a face covering	MF & Customer	During the lesson
		Lessons to start and finish strictly on time to prevent unnecessary contact between customers on arrival/departure	Build in ten minutes changeover time between pupils	MF & Customer	
Poor workplace ventilation leading to risks of spreading coronavirus	Customers Teacher	Where possible external doors and/or windows will be left open to allow ventilation.	Windows will be opened for the 10 minute period between pupils	MF	Before, during and between lessons

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Increased risk of infection and complications for vulnerable people	Customers Teacher House occupants	Customers will need to immediately inform the teacher of any vulnerabilities as regards Covid-19 as well as any issues in their general health status that may compromise immunity. The teacher and other house occupants will immediately inform the customer likewise of any health issues.	Provide online lesson in instances where face-to-face cannot safely take place. The teacher will turn away customers arriving with a cold or any other relevant health issues.	MF, Customers, House Occupants	Ongoing and before every lesson