



**Your [company] name:** Maia Hendrickx Vocal Studios

**Assessment carried out by:** Maia Hendrickx

**Date of next review:** 01 April 2022

**Date assessment was carried out:** 28 November 2021

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 in student agreement and COVID policy document.  Provision of hand sanitiser	Ensure supply hand sanitiser.  Clean all surfaces student is likely to come into contact with after each lesson  Communicate handwashing policy clearly and repeatedly	Teacher to supply materials  Teacher and student to observe hand washing rules	06/09/2021	



COVID-19  
RISK ASSESSMENT  
PRIVATE TUITION

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 in common use high traffic areas such as, entry/exit points 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"> <li>- any areas where social distancing cannot be observed</li> <li>- areas and surfaces that are frequently touched but are difficult to clean</li> </ul>	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	06/09/2021	
Getting or spreading coronavirus from shared materials	Students & teacher	Eliminated shared material where possible. Cleaning any remaining shared equipment adequately between lessons. Ensuring handwashing routines followed by all	Limit other materials student can bring to lesson. Eliminate sharing as far as possible.	Teacher	06/09/2021	



**COVID-19**  
**RISK ASSESSMENT**  
**PRIVATE TUITION**

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 through not social distancing	Students & teacher	Identify places where it may not be possible to maintain social distancing  Schedule lessons to minimise risk of overlap between students	Consider arrangement of room to minimise face-to-face working e.g. side by side.  Use clear screens to separate teacher and student if distance of 2m cannot be achieved.	Teacher	06/09/2021	
Student uses public transport to attend lesson and may introduce infection	Student & teacher	Request student sanitise before entering teaching space	As above	Teacher & student	06/09/2021	
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	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	06/09/2021	



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
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.	Teacher	06/09/2021	