



Your [company] name: Maia Hendrickx Vocal Studios **Assessment carried out by:** Maia Hendrickx

Date of next review: 01 March 2021 **Date assessment was carried out:** 29 December 2020

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 lesson Communicate handwashing policy clearly and repeatedly	Teacher to supply materials Teacher and student to observe hand washing rules	04/01/2021	



COVID-19
RISK ASSESSMENT
PRIVATE TUITION

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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"> - 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	04/01/2021	
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	04/01/2021	



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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>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	04/01/2021	
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.	Teacher & household members	04/01/2021	
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 if non-public transport options unavailable	Teacher & student	04/01/2021	



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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	04/01/2021	
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	04/01/2021	