

Risk assessment template

Company name: R Hammond's Piano Lessons

Assessment carried out by: Ross Hammond

Date of next review: 1 July 2021

Date assessment was carried out: 10 April 2021

Context – About my business

I provide instrumental tuition to individual students. At the time of this assessment, I currently have 91 active student and approximately between 5 and 10 students awaiting registration at any given time. Whilst a risk assessment for COVID-19 is **not required** for R Hammond's Piano Lessons; one has been created to ensure that, wherever possible as many risks of COVID-19 transmission are reduced as much as possible. All students are either taught online or in-person (when allowable by law) as per the student's preference. In-person teaching takes place in a music studio, separate from my home but on the same site. The music studio has its own entrance and exit, again which is separate from my home but on the same site. The music studio has built-in hand washing facilities, which were available before the pandemic and students are always required to wash their hands before playing the grand piano situated in the same room. I have and will continue to provide both online lessons and in-person lessons as required to meet all student needs and preferences. I intend to continue the offer a blend of in-person tuition and online tuition, in accordance with the preferences of my students and subject always to the advice, guidance or legislation of the UK/Scottish/Welsh/Northern Irish governments.

How this risk assessment was carried out

Whilst it is widely known, understood and accepted that the risk of transmission will never be 0, this risk assessment strives as much as possible to make the risk of COVID-19 transmission low.

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> and has been complied based on the advice issued by HM Government. The aim of this risk assessment is to identify how COVID-19 could spread in my 'in-person' 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. This risk assessment does not cover any risks associated with students who have online lessons at home, it is for the student in this scenario to ensure their own safety, in-line with the latest Government guidance around COVID-19.

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, e.g. singing, 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, 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 considering changes in government guidance or restrictions.

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

Prior to COVID-19

Prior to COVID-19 R Hammond's Piano Lessons practice has always held high hygiene systems to make sure that the environment is safe for both the student and the teacher. This risk assessment builds on this already high level of hygiene.

During the COVID-19 Pandemic

During the COVID-19 pandemic (starting on the 20th March 2020) all lessons in the UK were conducted online to provide students with consistency, continuity in their study and above all, putting the safety of students and their families at the heart of all decisions. Online lessons have been widely adopted and welcomed across the sector, and in the case of R Hammond's Piano lessons there was a 98% adoption rate.

The current situation – Since April 2021

The Incorporated Society of Musicians (ISM) have now informed me that students, both adult and children, are able to return to in-person lessons or can choose to have their lessons online, or a mixture of the two as they decide, in-line and in accordance with the latest Government regulations. However, for students attending in-person lessons, there will be an expectation placed upon them to uphold and follow the below risk assessment fully to ensure the safety of myself, my family, their family and other students. Students who show any symptoms of COVID-19 (confirmed COVID-19 or not) **MUST NOT** attend any arranged in-person lessons and instead their lesson will be conducted online until they are advised that they are no longer required to isolate.

It is presumed that many students will choose to continue their lessons online. This is because in many cases, students live too far away from the practise (e.g. another city or country) and online lessons will provide the least possible risk of transmission whilst allowing them to continue with their tuition.

Online lessons will continue to be provided as an option indefinitely, in addition to in-person lessons, for students who would like to continue learning in the comfort of their own home. Student's can also mix and match between in-person lessons and online lessons at home to suit their needs as much as they wish, this adjustment to the provision of lessons will be reflected in all new block booking tuition agreements from 2021 onwards.

From May 2021, all students who wish to attend lessons in-person will be permitted to do so provided they follow procedures as set out below the UK Government and or ISM advise that they are no longer necessary.

Students who attend in-person lessons accept there will never be a 0 level of risk but instead a significantly reduced risk of contracting COVID-19.

Procedure for in-person lessons

Prior to the day of the booked lesson	Students wishing to have an in-person lesson should inform their teacher by text only. This must be agreed by the teacher the day before their booked lesson. This will allow appropriate PPE to be planned and prepared.
On the day of the in-person lesson	On the day of the lesson, students who have COVID-19 symptoms or who have been asked to self-isolate by the Government's test and trace service should instead stay at home and have their lesson online , as they have done during the pandemic. In-line with HM government guidance, if a student attempts to attend an in-person lesson with COVID-19 symptoms (that were known prior to the lesson) or who fails to observe the safety measures in full, their lesson will not be provided and no reimbursement will be made for that lesson.
Arrival to the in-person lesson	<ul style="list-style-type: none"> The student will be required to arrive at their allotted appointment time and wait in their vehicle until they receive a text message or a visual indication they can enter the studio room. They should not bring unnecessary materials, except their music books, to their lesson. They must wear a suitable face covering. The student will be escorted into their lesson by the teacher who will be wearing a face shield and mask. The teacher will open all doors and close all doors. The student may scan the COVID QR code with the NHS App if they wish (not essential). Parents or accompanying adults must remain in their vehicle to collect the student after their lesson (as normal) and must not wait outside the lesson room in the carport area or on the driveway. They will not be permitted to enter the room or sit in any lessons as it is not possible to socially distance with more than two people in the room. If they wish to contact the teacher, they should do so using telephone, email or text message.
During the in-person lesson	<ul style="list-style-type: none"> The student upon entering the room, as normal, should remove their shoes and wash their hands. They will then be seated on the piano bench. The student must keep their face covering on for the duration of the lesson. The Teacher will wash their hands once the student is seated at the piano and then sit on a separate single piano bench at a desk which is safe distance away, facing in the opposite direction to the student. The teacher will always wear a face shield and or mask. Any close contact instruction necessary will be provided whilst sitting next to the seated student, using a double piano bench.
Leaving the in-person lesson	<ul style="list-style-type: none"> Once the lesson has concluded, within the normal allotted appointment time allocated, the student will collect their music books and put on their shoes in preparation for leaving. The teacher will escort the student back to the entrance door, open it and allow the student to return to their vehicle. The Teacher will clean their face shield with anti-bacterial spray or wipes. <p>The next student (if applicable) will be sent a text or given a visual indication letting them know that the teacher is ready to take them into their lesson. The above processes will be repeated.</p>

The Risk Assessment

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
There is a risk of getting or spreading COVID-19	Students might present with COVID-19 symptoms prior to or on the day of a booked lesson.	<p>Lessons will continue to be provided online for all students and students may choose between a lesson online or in-person at their discretion, providing they do not show symptoms.</p> <p>Online lessons will continue to be provided as this will help students who:</p> <ul style="list-style-type: none"> • Do not want to attend in-person • Are unwell and need to be taught at home • Have been told to isolate by track and trace • Are shielding • Are highly vulnerable to COVID-19 	<p>Adult students and parents of students under the age of 18 should be able to answer the below questions with no on the day of the lesson:</p> <ul style="list-style-type: none"> • Have you had the recent onset of a new continuous cough? • Do you have a high temperature? • Have you noticed a loss of, or change in, normal sense of taste or smell? • Have you, or a member of your household been told to self-isolate by the Government's test and trace service? <p>Students who can answer yes to any of the above questions; who present with any COVID-19 symptoms (however mild), or have been instructed by the Government's test and trace service to self-isolate should undertake their lesson online at home as they have done throughout the lockdown period.</p> <p>In line with HM government guidance, if a student attempts to attend an in-person lesson with COVID-19 symptoms (that were known prior to the lesson) or who fails to observe safety measures, their lesson not be provided and no reimbursement will be made.</p>	Students	<p>From May 2021</p> <p>Prior to or on the day of a booked lesson.</p>	<input checked="" type="checkbox"/>
There is a risk of COVID-19 transmission when making a journey to a booked	COVID-19 might be transmitted whilst students and a parent or	Lessons will continue to be provided online for all students and students may choose between a lesson online or in-person at their discretion.	<p>For students who wish to have in-person lessons:</p> <ul style="list-style-type: none"> • The student will be required to arrive at their allotted appointment time. • The student should wait in their car and will be sent a text message or given a visual indication 	Ross Hammond (Teacher)	<p>From May 2021</p> <p>During arrival to their lesson and on their way to the lesson room.</p>	<input checked="" type="checkbox"/>

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
lesson through common use high traffic areas and public transport.	carer leave their vehicle and enter the lesson room for their lesson. Students who travel to their lesson using public transport might be at an increased risk.	Online lessons will continue to be provided as this will help students who: <ul style="list-style-type: none">• Do not want to attend in-person• Are unwell and need to be taught at home• Have been told to isolate by track and trace• Are shielding• Are highly vulnerable to COVID-19 Students arrive at allotted appointment time only. Students discouraged from using public transport to travel to their lesson and should instead use private transport only.	when they can enter the studio room, this will ensure there are no students 'crossing paths'. <ul style="list-style-type: none">• After receiving a text message or visual indication, the student will be escorted into their lesson by the teacher who will be wearing a face shield and mask. The teacher will open all doors and close all doors, therefore only one individual will be in contact with door touch points.• Students must wear a face covering at all times.• Students should not bring any unnecessary materials, with exception to their music books, to their lesson.• Parents or accompanying adults must remain in their vehicle to collect the student after their lesson (as normal) and must not wait outside the lesson room in the carport area or on the driveway. If they wish to contact the teacher, they should do so using telephone, email or text message. In-person contact is not permitted.	Students attending in-person lessons Parents or accompanying adults bring a student to their lesson.		
There is a risk of COVID-19 transmission during a booked lesson	COVID-19 might be transmitted during in-person lessons due to the nature of 1:1 in person	Lessons will continue to be provided online for all students and students may choose between a lesson online or in-person at their discretion.	For students who wish to have in-person lessons: <ul style="list-style-type: none">• The student upon entering the room, as normal, should remove their shoes and wash their hands. They will be provided with anti-bacterial soap from an automatic dispenser; use a basin with an automatic tap providing hot water and dry their hands using paper towels disposed of in an automatically opening bin. This bin will be emptied as often as practicable and the sink area will be	Ross Hammond (Teacher) Students attending in person lessons	From May 2021 During a lesson taking place.	<input checked="" type="checkbox"/>

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
	teaching being a close contact service.	<p>Online lessons will continue to be provided as this will help students who:</p> <ul style="list-style-type: none"> • Do not want to attend in-person • Are unwell and need to be taught at home • Have been told to isolate by track and trace • Are shielding • Are highly vulnerable to COVID-19 	<p>cleaned daily. (This has always been standard procedure)</p> <ul style="list-style-type: none"> • Where possible, in accordance with daily weather, the room will have an open window and door to allow for ventilation and a fan to aid air circulation (as this reduces risk of transmission further). • The Teacher will wash their hands once the student is seated at the piano. (This has always been standard procedure) • Parents or other accompanying adults will not be permitted to enter the room or sit in any lessons as it is not possible to socially distance with more than two people in the room. • The student will sit on a double piano bench and will continue to wear their face covering. • The teacher will sit on a separate single piano bench at a desk which is at least one meter away, facing the opposite direction to the student who is facing forwards. • The teacher will always wear a face shield and mask. • The teacher will provide any close contact instruction necessary by standing or sitting next to the seated student. • In line with guidance the singing part of the aural tests will not be undertaken. 	Parents or accompanying adults bring a student to their lesson.		

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
There is a risk of students getting or spreading COVID-19 from shared instruments and materials	COVID-19 might be transmitted during in-person lessons due to the nature of 1:1 in person teaching being a close contact service and the use of the same instrument.	Lessons will continue to be provided online for all students and students may choose between a lesson online or in-person at their discretion. Online lessons will continue to be provided as this will help students who: <ul style="list-style-type: none"> • Do not want to attend in-person • Are unwell and need to be taught at home • Have been told to isolate by track and trace • Are shielding • Are highly vulnerable to COVID-19 	For students who wish to have in-person lessons: <ul style="list-style-type: none"> • The student upon entering the room, as normal, should remove their shoes and wash their hands. They will be provided with anti-bacterial soap from an automatic dispenser; use a basin with an automatic tap providing hot water and dry their hands using paper towels disposed of in an automatically opening bin. This bin will be emptied as often as practicable and the sink area will be cleaned daily. (This has always been standard procedure) • The student is informed to limit any unnecessary materials that might be brought to the lesson. • Due to the type of material used for the piano keys, they can not be cleaned with anti-bacterial or other harsh chemicals as this will cause irreversible damage to the instrument and affect its value. Instead, by students hand washing before using the instrument and wearing a face covering, there should be no transmission from the key tops. 	Ross Hammond (Teacher) Students attending in person lessons	From May 2021 During a lesson taking place.	<input checked="" type="checkbox"/>
There is a risk of students getting or spreading COVID-19 through not socially distancing.	COVID-19 might be transmitted during in-person lessons due to the nature of 1:1 in person	Lessons will continue to be provided online for all students and students may choose between a lesson online or in-person at their discretion.	For students who wish to have in-person lessons: <ul style="list-style-type: none"> • The student will remain seated at the piano on the piano bench at all times during the lesson, unless asked to move in order for the teacher to carry out the aural tests aspect of the lesson (where applicable). 	Ross Hammond (Teacher) Students attending in person lessons	From May 2021 During a lesson taking place.	<input checked="" type="checkbox"/>

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
	teaching being a close contact service and the use of the same instrument.	Online lessons will continue to be provided as this will help students who: <ul style="list-style-type: none"> • Do not want to attend in-person • Are unwell and need to be taught at home • Have been told to isolate by track and trace • Are shielding Are highly vulnerable to COVID-19	<ul style="list-style-type: none"> • The Teacher will minimise face – to – face working by instead sitting to the side of the student. 			
There is a risk of vulnerable household members being exposed to an increased transmission risk of COVID-19	Household Members	Lessons will continue to be provided online for all students and students may choose between a lesson online or in-person at their discretion. Online lessons will continue to be provided as this will help students who: <ul style="list-style-type: none"> • Do not want to attend in-person • Are unwell and need to be taught at home • Have been told to isolate by track and trace • Are shielding 	For students who wish to have in-person lessons: <ul style="list-style-type: none"> • The student will observe all procedures for entering their lesson safely as outlined above. • Other household members will know when teaching is taking place. • The Teacher will regularly clean all close contact points, including external doors, contact points and surfaces. <p>The Teacher will minimise face – to – face working by instead sitting to the side of the student.</p>	Ross Hammond (Teacher) Students attending in person lessons Parents or accompanying adults bring a student to their lesson.	From May 2021 During a lesson taking place.	<input checked="" type="checkbox"/>

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
		<p>Are highly vulnerable to COVID-19</p> <p>The lessons are provided in a separate building to the main property.</p>				
There is a risk of poor ventilation in the workspace leading to risks of COVID-19 transmission or spreading.	COVID-19 might be transmitted during in-person lessons due to the nature of 1:1 in person teaching being a close contact service and the use of the same instrument.	<p>Lessons will continue to be provided online for all students and students may choose between a lesson online or in-person at their discretion.</p> <p>Online lessons will continue to be provided as this will help students who:</p> <ul style="list-style-type: none"> • Do not want to attend in-person • Are unwell and need to be taught at home • Have been told to isolate by track and trace • Are shielding <p>Are highly vulnerable to COVID-19</p>	<p>For students who wish to have in-person lessons:</p> <ul style="list-style-type: none"> • The teacher will ensure adequate ventilation by having an open door and window (in all weathers) to allow for air flow. • The Teacher, wherever possible will try to work around a time table which has in-person lessons dispersed with online lessons to aid ventilation between in-person lessons. 	Ross Hammond (Teacher)	<p>From May 2021</p> <p>During a lesson taking place.</p>	<input checked="" type="checkbox"/>
There is a risk of COVID-19 transmission whilst a student is	COVID-19 might be transmitted whilst students leave the	Lessons will continue to be provided online for all students and students may choose between a lesson online or in-person at their discretion.	<p>For students who wish to have in-person lessons:</p> <ul style="list-style-type: none"> • Once the lesson has concluded, within the normal allotted appointment time allocated, the student will collect their music books and put on their shoes in preparation for leaving. 	Ross Hammond (Teacher)	<p>From May 2021</p> <p>During a lesson taking place.</p>	<input checked="" type="checkbox"/>

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
leaving their lesson	lesson room to return to their vehicle.	<p>Online lessons will continue to be provided as this will help students who:</p> <ul style="list-style-type: none"> • Do not want to attend in-person • Are unwell and need to be taught at home • Have been told to isolate by track and trace • Are shielding • Are highly vulnerable to COVID-19 	<ul style="list-style-type: none"> • The teacher will escort the student back to the entrance door, open it and allow the student to return to their vehicle. • The Teacher will clean their face shield with anti-bacterial spray or wipes. • The next student (if applicable) will be sent a text or given a visual indication letting them know that the teacher is ready to take them into their lesson. The above processes will be repeated. 	<p>Students attending in person lessons</p> <p>Parents or accompanying adults bring a student to their lesson.</p>		

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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