

COVID-19 Risk Assessment

Versatile Vocals/Paddock Wood Community Voices

Assessment carried out by: Sue Lovell

Date of next review: 12 June 2022

Date assessment was carried out: 12 June 2021

About my business

I provide community music sessions online and in person. At the date of this assessment I have between 6 and 12 members. During COVID I have held the groups online as an alternative to face-to-face sessions. I intend to offer a blend of face-to-face tuition and online tuition, in accordance with the preferences of my Students/group members and subject at all times to the advice, guidance or legislation of the UK government.

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 singing group 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 and surrounds, noting ventilation options within my space, considering 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/group members would get to my teaching space. I also considered what measures to deploy if any COVID symptoms appear in me, my group members or other members of my household.

I will update this assessment periodically in light of changes in government guidance or restrictions.

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/Group Members Teachers/group leaders Visitors	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/group member is likely to come into contact with after lesson/session Communicate handwashing policy clearly and repeatedly Ensure paper towels if used can be disposed of safely e.g. via pedal bin	Group leader to supply materials Group leader and members to observe hand washing rules	14/06/2021	14/06/2021
Getting or spreading coronavirus in common use high traffic areas such as corridors, toilet facilities, entry/exit points, lifts, and other communal areas	Students/group members Teachers/group leaders Visitors	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 	Minimising contact points for student/group member (e.g. Teacher/group leader will open all doors/ operate light switches etc.). Establish cleaning routines Communicate handwashing policies Schedule lessons to reduce chances of pupils overlapping	Teacher/group leader	14/06/2021	14/06/2021

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
		difficult to clean				
Getting or spreading coronavirus from shared instruments and materials	Students/group members & Teacher/group leader	Eliminated shared instruments where possible. Cleaning any remaining shared instrument adequately between lessons/sessions Ensuring handwashing routines followed by all	Limit other materials student/group member can bring to lesson/session. Eliminate sharing as far as possible.	Teacher/group leader	14/06/2021	14/06/2021
Getting or spreading coronavirus through not social distancing	Students/group members & Teacher/group leader	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/group members	Consider arrangement of room to minimise face-to-face working e.g. side by side. Use clear screens to separate Teacher/group leader and student/group member	Teacher/group leader	14/06/2021	14/06/2021
Student/group member uses public transport to attend lesson and	Student/group member, Teacher/group	Request student/group member attend by means other than	Continue online lessons of non-public transport options unavailable	Teacher/group leader & student/group	14/06/2021	14/06/2021

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
may introduce infection	leader and household	public transport and wear face covering as required by Government.		member		
Poor ventilation in workspace leads to risks of coronavirus spreading	Students/group members and Teacher/group leader	Conduct lesson/session outside Ensure adequate ventilation during and between lessons Identify additional means of ventilating space Ensure sufficient time between lessons/sessions to enable cleaning and ventilation of the space	Consider alternating an in - person lesson/session with an online lesson/session to allow adequate time for cleaning and ventilation Limit number of people in teaching space at any one time	Teacher/group leader	14/06/2021	14/06/2021
Increased transmission risks from certain musical activities	Students/group members & Teacher/group leader	Conduct lesson/session outside Ventilation of teaching space; Social distancing Arrangement of room	Monitor government guidance and research for changes in guidance Conduct lesson/session outdoors Offer remote teaching. Consider arrangement of room to minimise face-to-face	Teacher/group leader	14/06/2021	14/06/2021

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
			working. Use clear screens to separate Teacher/group leader and student/group member			
Trip hazards, including steps at side gate and into house for toilet.	Students/group members & Teacher/group leader	Clear signs in place to alert to hazards.	Advise people of hazards when they arrive on site.	Teacher/group leader	14/06/2021	04/07/2021