

COVID-19 Risk Assessment

Your company name: East London Piano Ltd
MD

Assessment carried out by: Kat Perdikomati,

Date of next review: as required

Date assessment was carried out: 5.9.2020

About the business

East London Piano Ltd provide piano tuition to individual students. Before the COVID pandemic, students were taught at a rented studio in a building which has shared lavatory facilities (Unit 2, 6 Westgate Street, E8 3RN, Hackney, London), and which is cleaned 4 times a week by contractors. We have provided lessons online as an alternative to face-to-face teaching since March 2020. We now intend to offer a blend of face-to-face tuition and online tuition, in accordance with the preferences of our students 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 our 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.

We have identified hazards by walking around the working space, mapping entry and exit procedures and movement around the building, noting ventilation options within the 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 students would get to the teaching space. We also considered those who may be considered to be vulnerable, and also what measures to deploy if any COVID symptoms appear in our tutors, students or other members of the tutors'/students' household.

We 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 Teachers Visitors Vulnerable residents in the building	Clear policy about handwashing - all students to wash hands upon arrival to studio and also before departure. Only one toilet to be used at any one time. Provision of water soap and drying facilities at wash station Provision of hand sanitiser in each teaching studio	Ensure supply of disposable towels, hand soap, hand sanitiser. Tutors to clean all surfaces student is likely to come into contact with after lesson Communicate handwashing policy clearly and repeatedly Ensure paper towels if used can be disposed of safely e.g. via pedal bin <ul style="list-style-type: none"> - Reading materials in the studios removed for the time being. - Studio kitchenette strictly to be used only by staff. No hand washing in the kitchenette at any time. - Tutors to use hand gel frequently and to wash hands in between lessons. 	Landlord to supply materials in lavatories Teachers and students to observe hand washing rules ELP to supply hand gel in each teaching studio	7.9.2020	yes
Getting or spreading coronavirus in common use high traffic areas such as corridors, toilet facilities, entry/exit points and other	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.	important for all to wear face masks upon entering the premises and during lessons for students, chaperones and teachers Minimising contact points for	MD, tutors, students	7.9.2020	yes

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communal areas		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 	students and their chaperones. Upon arrival to observe 2m distancing with other households – will be buzzed in 2-3 minute before lesson start time – early arrivals will not be buzzed in. Only one student & chaperone to enter at any time – proceed to wash hands and enter studio. Then the next student washes hands and enters studio. Only one household to be seated in the waiting space outside the studio door. 2m distance to be observed with anyone outside the household No congregating/waiting on communal staircase/ground floor entrance.. Communicate handwashing policies Re-schedule lessons to reduce chances of pupils overlapping – 10 minute gap in between face to face sessions. <ul style="list-style-type: none"> - keyboard and stool/door handles & entry phone to be cleaned after each 			

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			student by tutors - Tutors to disinfect toilets every 2 hours and keep lavatory door closed at all times – check every 30mins.			
Getting or spreading coronavirus from shared instruments and materials	Students & teachers	Eliminated shared instruments Cleaning any remaining shared instrument adequately between lessons Ensuring handwashing routines followed by all	Transparent partition installed in each teaching space – student to play on upright piano and teacher on keyboard. No writing by tutors on any books/notebooks or sharing of own or studio materials (or own phones/ipads etc). Students to bring own books/notebooks/pencils/rubbers and to write own notes and corrections. Limit other materials student can bring to lesson. Eliminate sharing as far as possible. Studio materials only for tutors.	Teachers and students	7.9.2020	yes
Getting or spreading coronavirus through not social distancing	Students & teachers	Identify places where it may not be possible to maintain social distancing Mark floor to show	Consider arrangement of room to minimise face-to-face working e.g. side by side: collapsible partitions installed student and chaperone to stay	Students and teachers	7.9.2020	yes

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		required distance Schedule lessons to minimise risk of overlap between students	on the same side of the partition at all times. Use of clear screens to separate teacher and student in place. Keyboard and piano available for tuition Extra caution to be exercised upon arrival at the studio - important for all to wear face masks upon entering the premises and during lessons.			
Vulnerable building residents exposed to increased transmission risk	Building residents	Managing routes through premises to teaching room to minimise risks of contact between vulnerable residents and students	Ensure route through premises is observed, other residents know when teaching is taking place. Cleaning any possible contact points or surfaces. Recommend online lessons for anyone shielding or vulnerable. Strictly no overlapping arrivals and departures by students and chaperones. Ensure 2m distance in adhered to at all times.	MD and landlord	7.9.2020	yes
Student uses public transport to attend lesson and may introduce infection	Student, teachers and building residents	Request students wear face covering as required by Government.	All students and chaperones, as well as teachers to wear face masks (no bandanas, scarves or visors) at all times whilst in the building.	Teachers and students	7.9.2020	yes

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Poor ventilation in workspace leads to risks of coronavirus spreading	Students and teachers	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	10min gap in between lessons to ensure cleaning of pianos and handles etc and also ventilate by opening the main front door. Air cleaner and dehumidifier installed in teaching studios – new filters installed. All air con units cleaned in August 2020. Limit use of air con to strictly before lessons. Use of portable radiators instead. Skylight always open, weather permitting. Limit number of people in teaching space at any one time – ideally, drop off student and collect after lesson. Please don't attend with friends and siblings if they are not piano students themselves.	Teachers	7.9.2020	yes
Student uses public transport to attend lesson and introduce infection Use of bikes and scooters	Student, teacher and residents	Request student attend by means other than public transport and wear face covering as required by Government. Scooters to be folded and placed in bag	Students and parents informed via email of new scooter/bike policy	Teachers , students and MD	7.9.2020	yes

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		before entering building. No bikes to be parked in the premises- strictly outside				
Increased transmission risks from certain musical activities	Students & teachers	Ventilation of teaching space; Social distancing Arrangement of rooms	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	Teachers	7.9.2020	yes
Use of glass box for teaching	Students and teachers	Avoid glass box where possible. When in use, parent and studio to remain inside the box and teacher outside (or vice versa)	Avoid glass box where possible. After lesson ventilate fully by opening the glass door and leaving the studio door and main front door open for 10mins minimum.	Teachers and students	7.9.2020	yes
Kitchen area	Only one person using the facilities at any one time. Spray taps and sink/kitchen tops after use with Dettol	Strictly for staff. Students to bring own water/coffee/tea.	Kitchenette to be cleaned after each user Spray mugs and plates with Dettol after use, leave for 3 minutes before washing with washing liquid and water. Do not dry – leave on side of sink	Teachers and students	7.9.2020	yes

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GENERAL	FOR students receiving face to face lessons	Ask every week if they have been unwell, or in contact with someone who tested positive for COVID-19 or if they have been told to isolate.	Ask via email/text every week	Tutors	7.9.2020	yes
Students/tutors who are unwell	Anyone who comes into contact	Arrange online lessons for anyone who is symptomatic – or carry over credit in exceptional circumstances	Communicate to parents/tutors	MD/Tutors	7.9.2020	yes