

# Risk assessment for teachers working in their homes additional to existing policies

Company name: Eximo

Assessment carried out by: Maya Wolff

Date of next review: 1<sup>st</sup> September 2020    Date assessment was carried out: 12<sup>th</sup> July 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
Entry / exit	Students / Teachers	<ul style="list-style-type: none"> <li>- Asking students to be on time</li> </ul>	<ul style="list-style-type: none"> <li>- Only Teachers to open/close doors (light switches, heating controls etc) and where possible keep doors between entry-teaching room-exit open to minimise touching door handles</li> <li>- Ask students to arrive on time, not early/late</li> </ul>	Teacher Eximo	Guidelines to be followed every lesson and need to be agreed to	

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			<ul style="list-style-type: none"> <li>- Socially distanced accompany student to the teaching space on the quickest route possible</li> <li>- No other members of the household shall be around to interfere with the entry/exit/lesson</li> <li>- Gloves may be worn from the point of students' arrival until their departures and must then be disposed of</li> </ul>			
<p><b>Parents wanting to come in</b></p>	<p>Teacher Parent Student</p>	<p>Some parents already drop off their children</p>	<ul style="list-style-type: none"> <li>- If social distancing is not possible, or teacher considers it too much risk to have parents in the lesson, live video option should be given to parents to follow the lesson and have an input if necessary</li> <li>- If parent/adult stays with the child, they also must wear face protection</li> </ul>	<p>Teacher Student</p>	<p>Guidelines to be followed every lesson and need to be agreed to</p>	

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<b>Hand washing</b>	Student/ Teacher	Hand washing policies were in place from mid-March before lockdown	<ul style="list-style-type: none"> <li>- Offering a hand washing facility including soap, sanitiser and disposable towels</li> <li>- Make sure the room in which the hand washing facility is in is clean and child friendly</li> <li>- Teacher&amp;Student to wash their hands before lesson/at arrival and after lesson/before departure</li> </ul>	Teacher Student	Guidelines to be followed every lesson and need to be agreed to	
<b>Risk of transmission whilst teaching</b>	Student Teacher	Lessons longer than 1.5hrs are rarely booked	<ul style="list-style-type: none"> <li>- 1.5h max lesson time, 45/30min lessons are preferable</li> <li>- Do not overrun scheduled lesson times</li> <li>- Keep room as ventilated as possible</li> <li>- If masks/visors cannot be worn or for additional protection set up a 2x1m cough screen in between you and student and stay behind it at all times whilst teaching</li> <li>- Measure and mark out the space e.g. with masking tape, in which teacher &amp;</li> </ul>	Teacher Student	Guidelines to be followed every lesson and need to be agreed to	

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			<p>student will be sitting/standing during the lesson</p> <ul style="list-style-type: none"> <li>- Close off areas in the home not needed for teaching/entry/exit</li> </ul>			
<p><b>Risk of transmission between/after students</b></p>	<p>Students /Teacher</p>	<p>Cleaning equipment has been in place since mid-March before lockdown</p>	<ul style="list-style-type: none"> <li>- Cleaning the teaching space &amp; any surfaces that will be/have been touched, before and after and in between lessons</li> <li>- Scheduling enough break time in between students</li> <li>- Wiping all door handles/light switches/plugs touched in before/after/ in between students</li> <li>- Cleaning washing facilities in between students such as sinks where students wash their hands</li> <li>- Keep door to hand washing facility open</li> <li>- Students should not use the toilet unless absolutely necessary, if this happens, teachers are advised to keep the toilet</li> </ul>	<p>Teacher Teacher to notify Eximo how much time is needed inbetween lessons Eximo only for scheduling</p>	<p>Guidelines to be followed every lesson and need to be agreed to</p>	

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			<p>door shut for at least 10min before re-entering and then clean toilet, door handles, tap and other room surfaces</p> <ul style="list-style-type: none"> <li>- Teachers, students may consider changing out of their clothes they have worked in/attended the lesson in and wash these straight away</li> </ul>			
<p><b>Risk of transmission using the same equipment</b></p>			<ul style="list-style-type: none"> <li>- Extra care shall be taken cleaning keyboards/pianos, clean thoroughly in between keys, buttons and any surrounding areas. This shall be done before/after and during a lesson if it is not avoidable at all to touch the same piano.</li> <li>- No other equipment shall be shared e.g. pens, papers, lesson material etc.</li> </ul>	<p>Teacher</p>	<p>Guidelines to be followed every lesson and need to be agreed to</p>	

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

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