

Risk assessment template

Company name: Eximo

Assessment carried out by: Maya Wolff

Date of next review: 1st Sept 2020

Date assessment was carried out: 12th 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
Risk of transmission between teacher/student and their households	Teacher Student Household		<ul style="list-style-type: none"> - Social Distancing must be adhered to at all times - Both teachers and students must wear a face mask and/or a face shield. Links to video instructions as well as government instructions copied into policies - Within 24hrs of your lesson, students & teachers must fill out our online form to confirm that you and anyone in your household hasn't had any of the Covid19 symptoms and you 	Teacher Student	<p>Guidelines to be followed every lesson and need to be agreed to</p> <p>48-24hrs before the lesson</p>	

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			<p>haven't been in close contact to anyone with symptoms outside of your household in the last 14 days. You must check with everyone in your household to confirm. If you cannot confirm this or you/someone in your household has/have/have had symptoms in the last 14 days , please let us know and we will reschedule your lesson. If you/your household/anyone you have been close to develop symptoms after sending the form, please let Eximo know immediately and we will reschedule the lesson. Please get a test asap and let Eximo know your test result.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/</p>			

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			<ul style="list-style-type: none"> - If students/teachers show any of the above symptoms in the lesson, the lesson will be broken up immediately and will be rescheduled after a minimum of 14days. The symptomatic person shall return home immediately. Both teacher and students shall arrange to have a test done through the government website as soon as possible and stay home self-isolating for 14 days or until and if the test results come back negative - https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/ 			

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Risk of infecting vulnerable people	Student Teacher Household members of either		<ul style="list-style-type: none"> - If the student/teacher and anyone in their household is considered vulnerable/at risk, face to face lesson with Eximo cannot take place 	Student & Teacher	Guidelines to be followed every lesson and need to be agreed to	
Risk of social distancing not to be followed	Teacher / Student		<ul style="list-style-type: none"> - Teachers are to take a measure tape with them and mark out the space where they and the students will be placed for the lesson before the student enters the room 	Teacher Student	Guidelines to be followed every lesson and need to be agreed to	
Extra risk of transmission when singing	Teacher Student		<ul style="list-style-type: none"> - For Singing lessons please stay at least 2m apart, where possible 3m or better, as far as possible without compromising the lesson quality. 	Teacher Student	Guidelines to be followed every lesson and need to be agreed to	

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			<ul style="list-style-type: none"> - If visors cannot be worn a pop up screen will be set up - When singing, do not face each other but either stand side to side or back to back whilst maintaining 2-3m distance - 			
Risks of transmission teaching piano	Teacher/ student		<ul style="list-style-type: none"> - For Piano lessons, we are keeping in line with government guidelines of 1m+ and maintain 2m wherever and whenever possible but will keep to at least 1m+ at all times. 		Guidelines to be followed every lesson and need to be agreed to	
Hand Hygiene	Teacher/ student		<ul style="list-style-type: none"> - Follow all the venue / extra guidelines for house teaching instructions and take special care in entering/exiting and hand hygiene 		Guidelines to be followed every lesson and need to be	

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					agreed to	
Risk of non compliance / not understanding	Teacher Student		<ul style="list-style-type: none"> - Before moving to a full lesson, a 20min trial lesson will be offered to make sure both parties are happy to adhere to all the policies. Every person is different and whilst in theory these measures work, not everyone will find they will work for them until they have been tried out - Please communicate if extra training / advice is needed to be able to adhere to all the policies - An online form must be filled out to declare policies have been understood and will be complied with 		Guidelines to be followed every lesson and need to be agreed to	
Risk of teaching multiple students	Teacher Student		<ul style="list-style-type: none"> - The number of students a teacher should teach will be limited to the absolute necessary 		Guidelines to be followed every lesson and need to be	

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			<p>minimum and online lessons will be encouraged as much as possible</p> <ul style="list-style-type: none"> - If a teacher teaches multiple lesson a day, a break will be given in between lessons to wash hands / use hand sanitiser and for the room to be cleaned / swapped - 		agreed to	
Risk of travelling	Teacher Student		<ul style="list-style-type: none"> - To get to the lesson please follow government guidelines stating: Avoiding using public transport, and aiming to walk, cycle, or drive instead. If using public transport is necessary, wearing a face covering is mandatory. - 	Teacher Student	Guidelines to be followed every lesson and need to be agreed to	
Risk of transmission	Teacher Student		<ul style="list-style-type: none"> - If piano teachers want to demonstrate something and do not have a separate piano available, please wipe the piano thoroughly 	Teacher Student	Guidelines to be followed every lesson and need to be	

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through equipment			<p>before and after using it and make sure that whilst swapping over the 1m+ rule will be adhered to at all times. You must also use hand sanitiser before touching the piano.</p> <ul style="list-style-type: none"> - Any equipment a teacher may bring must be cleaned at arrival, before leaving and when arriving at home. - Sheet music shall not be shared or handed out. Please make sure that students/teachers arrive prepared and it has been discussed previous to the lesson what you may need to bring to your lesson. If you are unsure, please contact your teacher beforehand. - 		agreed to	
Eating & Drinking	Teacher Student		<ul style="list-style-type: none"> - No foods shall be eaten during the lesson, drinking bottles must not be put on the floor/equipment etc. and must be kept in a 	Teacher Student	Guidelines to be followed every lesson	

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			personal bag. Hand sanitiser must be used before using taking a drink -		and need to be agreed to	

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