

# COVID-19 Risk Assessment

**Greenwich Music School (Mycenae House – Early Years)  
Evernden, Bethan Scolding**

**Assessment carried out by: Paul**

**Date of next review: 1 November 2020**

**Date assessment was carried out: 1 September 2020**

## About my business

Greenwich Music School (GMS) provides instrumental tuition to individual students as well as small group classes. At the date of this assessment there are approximately 300 students enrolled at the school. Before the COVID pandemic some group early years classes for children aged 0-5 with their parents/carers were delivered at Mycenae House, a building which has shared washing and lavatory facilities, a café and is shared with other hirers. All cleaning is done by Mycenae House management. We have provided lessons online as an alternative to face-to-face teaching. GMS intends to offer face-to-face sessions for families with 0-3 year-olds at Mycenae House, in accordance with the preferences of families and subject at all times to the advice, guidance or legislation of the UK government. All other group tuition remains online for now.

## 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 the 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.

GMS 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 wind and brass instruments, and reflecting on travel and how my students would get to the teaching space. GMS also considered those who may be considered to be vulnerable, and also what measures to deploy if any COVID symptoms appear in any of their staff or people they cohabit with, the students or other members of their household.

GMS 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/](http://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
Inadequate hygiene routines resulting in the spread of Covid-19	Children Teachers Accompanying adults	Mycenae House policy on hand washing, with provision of hand sanitizer and hand washing facilities in the building.	<p>Teachers should wash hands on arrival and departure and regularly throughout the day, and avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Families should wash or sanitize hands before entering the teaching room.</p> <p>Additional supply of hand sanitizer provided by GMS in the teaching room.</p> <p>Teachers should communicate handwashing policy clearly and repeatedly to families.</p>	<p>GMS to supply materials</p> <p>Teacher and families to observe hand washing policy.</p>	By the beginning of term, week commencing 7 September 2020	

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Spread of Covid-19 via high-touch surfaces	Children Teachers Accompanying adults	Identify high-touch surfaces	<p>Teacher to identify and wipe down high-touch surfaces between each session: mats, door handles, other surfaces that may have been touched during the session.</p> <p>GMS to provide suitable wipes for teacher to use.</p> <p>Ten-minute gap between each session allowed for cleaning time.</p>	<p>Teacher</p> <p>GMS to provide cleaning materials.</p>		
Spread of Covid-19 in high traffic areas such as corridors, toilet facilities, entry/exit points and other communal areas	Children Teachers Accompanying adults	<p>Observe Mycenae House one way system for entry and exit of the building.</p> <p>Prams and buggies to be left outside in a designated covered area.</p>	<p>Minimise contact points for families (e.g. teacher will open all doors/ operate light switches etc.).</p> <p>Families to wait outside the building until their class time.</p> <p>Teachers should send a text alert families, notifying them when to come inside for their class, including brief directions to the room to avoid confusion and reduce corridor traffic.</p>	GMS	By the beginning of term, week commencing 7 September 2020	

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			<p>10 minute break between classes to ensure no overlap of families in corridors.</p> <p>For families not able to use the exit provided, seek assistance from Mycenae House team, who can escort families safely off the premises.</p>			
<p>Spread of Covid-19 via shared instruments and materials</p>	<p>Children Teacher Accompanying adult</p>	<p>Eliminate shared instruments where possible.</p> <p>Cleaning any remaining shared instrument adequately between lessons.</p> <p>Ensure handwashing routines followed by all.</p>	<p>Families bring their own instruments and teddies to the class, and take these away with them.</p> <p>Instruments must not be shared between families. Use of GMS instruments should be limited to only where strictly necessary, and should be cleaned thoroughly after each use and/or quarantined for 72 hours.</p>	<p>Teacher Accompanying adults</p> <p>GMS to provide wipes</p>	<p>By the beginning of term, week commencing 7 September 2020</p>	

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			<p>Families should to bring as little as possible to the teaching room – coats and changing bags to be left outside.</p>			
<p>Spread of Covid-19 due to close proximity with others.</p>	<p>Children Teacher Accompanying adult</p>	<p>Identify places where it may not be possible to maintain social distancing</p> <p>Schedule lessons to minimise risk of overlap between students</p> <p>Mycenae House advises masks to be worn, particularly when moving round the building.</p>	<p>Teachers and accompanying adults should maintain social distancing wherever possible throughout the class, wearing masks whenever this is not possible.</p> <p>Activities should be structured to encourage and support social distancing for children throughout eg. seated songs, holding adults hands when moving about the room, using the full space to move in.</p> <p>Teachers should position seating mats 2m apart to mark</p>	<p>Teacher Accompanying adults</p>	<p>By the beginning of term, week commencing 7 September 2020</p>	

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			<p>safe seating areas for each family.</p> <p>It is advised that the teacher and accompanying adults wear masks until seated on socially distanced mats and during any movement activities in which social distancing is not possible. It is noted that repeated putting on and removing of masks carries further risk. Lessons should be structured to minimise the need for repeated on/off of masks.</p>			
Families use public transport to attend the session and may introduce infection	Children Teacher Accompanying adult	Remind families that, if using public transport to attend the lesson, to always wear face covering as required by Government and wash/sanitise hands on arrival.	Ensure that appropriate hygiene protocols are followed on entrance and exit of teaching venue and that face covering is worn correctly at all times.	Teacher Accompanying adults	By the beginning of term, week commencing 7 September 2020	

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<p>Poor ventilation in workspace leads to risks of Covid-19 spreading</p>	<p>Children Teacher Accompanying adult</p>	<p>Windows to be kept open at all times, to ensure adequate ventilation during and between lessons.</p> <p>Identify additional means of ventilating space, keeping the door open where it will not disturb other groups.</p>	<p>Limit number of people in teaching space at any one time: Numbers limited to 5 adults and 5 children per class. Only one adult per family. Families may bring two children but will be counted as two families.</p> <p>Teacher should leave the door open for at least the 10- minute break between sessions, to aid ventilation.</p>	<p>GMS</p>	<p>By the beginning of term, week commencing 7 September 2020</p>	
<p>Increased transmission risks from certain musical activities: singing</p>	<p>Children Teacher Accompanying adult</p>	<p>Ventilation of teaching space Social distancing</p>	<p>Teachers should sing softly using a head mic to amplify their voice to avoid aerosols from a raised voice (when either speaking or singing).</p> <p>Teacher should encourage families to sing gently or to hum.</p> <p>Wherever appropriate, families should be encouraged to have children facing parents to maximise other forms of</p>	<p>Teachers</p>	<p>By the beginning of term, week commencing 7 September 2020</p>	

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			<p>communication and interaction, and heighten awareness of the limited need to project in order for baby/toddler to hear parents voice.</p> <p>Follow social distancing guidelines, and arrange room mats to maintain this (see above).</p> <p>Monitor government guidance and research for changes in guidance</p>			
Consumption of hand sanitizer	Children		<p>Teachers should ensure that GMS hand sanitizer remains safely out of reach of children throughout the session.</p> <p>Teachers should be aware of this risk, and remind families to keep sanitizer out of reach of children if necessary.</p>	Teacher		
Risk of transmission to vulnerable groups	Those with underlying health conditions Pregnant women	Online classes are available	Contact teachers and families to ask if anyone is in a vulnerable group. Conduct personal risk assessment and implement further safety	GMS		

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	Those in high-risk age categories (eg. grandparents)		measures, or advise attendance of an online class if appropriate.			
Teachers unaware of or failing to follow guidance	Children Teacher Accompanying adult		Teachers will be made aware of the guidance in place to reduce the risk of harm in the workplace prior to the commencement of all activity. GMS will regularly remind teachers of COVID-19 workplace guidance and inform them of any updates or changes. GMS will regularly monitor staff compliance to COVID-19 guidance.			
Accompanying adults being unaware of or failing to follow guidance	Children Teacher Accompanying adult		Parents will be provided with a copy of our Risk Assessment and specific guidance regarding their own/child(ren)'s attendance and participation in GMS classes, ahead of any activity. Teachers should immediately raise any instances of control measures not being followed by parents/pupils with the			

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			GMS directors (Ed and Bethan Scolding)			
Teachers with Covid-19 attend the teaching venue	Children Accompanying adults		<p>Teachers are reminded to stay up-to-date regarding symptoms of Covid-19. Teachers who develop symptoms of Covid-19, or who live with someone who develops symptoms of Covid-19 should not come in to teach, and should report this to the GMS directors as soon as possible.</p> <p>If a teacher becomes ill with symptoms of Covid-19 while at a teaching venue, they should go home immediately, inform the GMS directors, and follow the Government's stay-at-home guidance.</p> <p>GMS will fully engage with the track and trace scheme.</p>			