

Company name: InsDrumental

Assessment carried out by: Mrs E Murphy

Date of next review: 13 Dec 2020

Date assessment was carried out: 13 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
Getting or spreading coronavirus by not washing hands or not washing them adequately	Tutor Student Members of household	Facilities cleaned regularly, stocked with antibacterial soap, regular handwashing enforced	Ensure both tutor and student wash hands adequately before the lesson begins.	Tutor	Ongoing	Yes
			Put up signs to remind everyone to wash hands	Tutor	13 July	Yes
			Provide hand sanitiser as extra precaution	Tutor	13 July	Yes
Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors,	Tutor Student Members of household	Put in place cleaning regimes to make sure high traffic communal areas are kept clean –	During lessons, ensure downstairs toilet is designated as “for students only”; not to be used by household members during	Tutor	Ongoing	Yes

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<p>rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas</p> <p>Reduce the need for people to move around the site as far as possible. This will reduce the potential spread of</p>	<p>Tutor Student Members of household</p>	<p>consider frequency, level of cleaning and who should be doing it</p> <p>Lessons take place in well-ventilated room.</p> <p>The music room is situated adjacent to the entry point of the premises, the toilet is next to the music</p>	<p>lesson times. To be thoroughly cleaned before and after each lesson.</p> <p>Provide tissues in music room - if tissues are used, ensure they are disposed of in the bin and hands are washed thoroughly afterwards.</p> <p>Ensure room is ventilated with fresh air by opening windows throughout the day.</p> <p>N/A</p>	<p>Tutor</p> <p>Tutor</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Yes</p> <p>Yes</p>

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any contamination through touched surfaces		room.				
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Tutor Student Members of household	Identify surfaces that are frequently touched and by many people (often common areas), eg handrails, door handles, shared equipment and specify the frequency and level of cleaning and by whom Avoid sharing work equipment by allocating it on personal issue or put	Drum kit to be regularly and thoroughly cleaned; between each lesson and at the end of each day	Tutor	Ongoing	Yes
			Door handles sanitised frequently; before/after each lesson and at the end of the day	Tutor	Ongoing	Yes
			Minimise number of shared contact equipment – students to use their own drumsticks, bring own music books and write their own notes (where applicable and appropriate);	Tutor Student	Ongoing	Yes

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		cleaning regimes in place to clean between each user	tutor to share resources via Dropbox, Musescore and audio files for student to practice at home.			
			Students are required to bring their own drinks in a sealed container to the lesson.	Student	Ongoing	Yes
			Both of the above points to be communicated to students via website, contracts and in response to queries via email	Tutor	13 July	Yes
		Identify where I can reduce the contact of people with surfaces, eg by	Tutor to share resources via Dropbox, Musescore and audio files for student to practice at home. Paypal account active Contactless payment facility enabled	Tutor	13 July	Yes

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		<p>providing contactless payment, using electronic documents rather than paperwork</p> <p>Identify what cleaning products are needed (eg surface wipes, detergents and water etc) and where they should be used, eg wipes in vehicles, water and detergent on work surfaces etc</p> <p>Provide more bins and empty them more often</p>	<p>Keep all cleaning products required in stock as part of household cleaning. Have antibacterial wipes available in the music room.</p> <p>Put bin into music room and ensure it is emptied after every lesson.</p>	<p>Tutor</p> <p>Tutor</p>	<p>13 July</p> <p>13 July</p>	<p>Yes</p> <p>Yes</p>

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Contracting or spreading the virus by not social distancing	Tutor Student Members of household	<p>Identify how I can keep people apart in line with social distancing rules in the first instance:</p> <p>Appropriate spacing between lessons to allow for cleaning.</p> <p>Appropriate spacing between lessons to avoid two sets of students/parents on site at the same time.</p> <p>Tutor to maintain social distancing during teaching,</p>		Tutor (for all)	13 July (for all)	Yes

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		<p>sitting at a 2 m distance from drum kit.</p> <p>Student to leave the drum kit and stand at a distance of 2m if tutor needs to write on the board.</p>				

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