

RISK ASSESSMENT	PHILIP J. ANDERSON BRASS TUITION (DURSLEY BRASS)	
Venue: Home Studio during COVID-19 Pandemic	Assessment by: Philip & Anne Anderson	Date: 17/08/2020
Review Date: 30/09/2020 Or if government guidance changes	Approved by: Philip Anderson	Date: 17/08/2020

Hazard / Risk	Who is at Risk?	Control Measures <i>(Brief description and/or reference to source of information).</i>	Likelihood (See matrix)	Severity (See matrix)	Risk Rating (See matrix)
Slips, Trips & Falls	All	<ul style="list-style-type: none"> • Premises is kept in a well maintained and tidy condition. • Instrument cases are stored safely out of the teaching area. • Main teaching area kept free from other items that may become a hazard. 	Rare	Minor	Low (2)
Safeguarding incident	All	<ul style="list-style-type: none"> • Philip maintains up to date Safeguarding Training. • Philip holds an enhanced DBS certificate which is made available to any parent who wishes to see it. • Philip is registered with the Incorporated Society of Musicians and follows the ISM Safeguarding & Child Protection Policy, Code of Practise and Procedures. • Students are not permitted to leave the studio during the lessons unless with a parent/carer. • Parents are encouraged to collect their child(ren) from the studio at the end of each lesson. If a parent wishes for the child to leave the studio alone (ie to meet them in their car on the road) then they must indicate this to Philip in writing before Philip will allow a student to leave the studio unaccompanied. • Toilets are located in the main house and students are escorted by Philip to the toilet if required. • Other adults who may be in the house include Anne Anderson (Philip's wife) who also holds an enhanced DBS check. • Philip will maintain a professional dress code at all times. This will be a smart/casual theme, eg trousers and a shirt but no tie. • Communications with students will always be via the parent/carer (unless the student is aged 18+) using the parents' contact details. Professional methods of communication are used such as email, telephone or Facebook message to the Dursley Brass account, never via personal channels. 	Unlikely	Major	Moderate (8)

Accident on driveway	All	<ul style="list-style-type: none"> • Driveway is kept in a well-maintained condition. • Parents are encouraged to escort their child(ren) to and from the studio. • Other adults in the house are vigilant if pulling a car onto the driveway during lesson times to ensure there are no pedestrians. 			
Lack of first aid supplies / inability to give appropriate first aid	All	<ul style="list-style-type: none"> • A basic first Aid kit is situated in the studio and is well stocked and topped up as required. • Any incident requiring first aid is reported to the parent either during or immediately after a lesson. • An anonymous record of first aid incidents is kept in the First Aid log for ongoing assessment to assist with updating policies or procedures where appropriate. • The nearest defibrillator is situated in the entryway to Treetops Children's Centre, in the grounds of Dursley Primary School at the other end of Third Avenue. The Centre is open until 5pm. 	Unlikely	Moderate	Moderate (6)
Lack of insurance / reputational damage, financial risk	All	<ul style="list-style-type: none"> • Philip is a member of the Incorporated Society of Music (ISM) which provides him with Public Liability insurance to the amount of £10,000,000. • Membership is on an automatic renewal basis to ensure it does not lapse. 	Unlikely	Major	Moderate (8)
Failure to comply with legal requirements / reputational damage, legal proceedings	Philip	<ul style="list-style-type: none"> • Philip is self-employed and therefore completes a self-assessment annually to HMRC to comply with legal requirements relating to tax and national insurance. • A complete set of accounts are kept and maintained in the online Brightbook system. This includes raising invoices and logging payments as well as recording expenses. • Philip is a member of the Incorporated Society of Music (ISM) which provide him with Public Liability insurance to the amount of £10,000,000. A copy of his certificate is available on request. • Philip is registered with the Information Commissioner's Office (ICO) as a data controller and has an up to date Data Protection Policy. 	Unlikely	Major	Moderate (8)
COVID-19 / known or suspected infection brought into the studio	All	<ul style="list-style-type: none"> • If Philip, or any member of his family, show symptoms or are diagnosed with COVID-19, face to face lessons will cease immediately and the family will follow the most up to date government guidelines for self-isolation. • If a student, or any member of their household, shows symptoms or are diagnosed with COVID-19, they should not attend their face to face lesson and should follow the most up to date government guidelines for self-isolation. • COVID-19 data trends in Gloucestershire indicate low death levels. 	Unlikely	Major	Moderate (8)

COVID-19 / 2m distancing compromised	All	<ul style="list-style-type: none"> • Studio size is adequate to maintain individual space at a 2m distance. • Studio has been divided into two areas, one for Philip and one for the student and parent/carer. • Parent information requests families to arrive 5 minutes prior to their lesson and wait in a designated space outside the studio so that, where possible, only one family is moving up the driveway at a time. For situations where this can't be avoided, a one-way system has been implemented to ensure passing families are socially distanced. • First lesson includes discussion on the new safety measures and the reasoning behind these changes. 	Unlikely	Major	Moderate (8)
COVID-19 / cross-contamination	All	<ul style="list-style-type: none"> • <u>Limiting access</u>: Only Philip, the student and one parent/carer are permitted in the studio at any one time. Student and parent/carer must remain in the student teaching area. A wipe clean chair is provided for easy cleaning. • <u>Equipment</u>: All students must bring their own instruments (except piano students), music and any required accessories (eg valve oil, mutes, etc.). • Brass students are required to bring an old towel to hold around the water key when emptying water from the instrument. Parents informed to provide a waterproof bag to store towel after use and of suggested washing temperature of 60 degrees. • Music will only be shared digitally (subject to copyright). • The library of books, music, etc. on the back wall of the studio will be covered with a plastic sheet and signs informing students/parents/carers not to touch. • <u>Handles</u>: Only Philip should use the handle to open the doors to the studio. Signs on both sides inform students/parents/carers of this. Cleaning materials available in case anyone else touches the door. • <u>Cleaning/Sanitising</u>: The studio music stand, piano, stools and worksurfaces will be cleaned between lessons before the next student enters the room. • Anyone entering the studio is required to use hand sanitiser on entry. 	Unlikely	Major	Moderate (8)
COVID-19 / Track & Trace	All	<ul style="list-style-type: none"> • Register to be kept of students in case Track & Trace information is required. • Contact details held for all students (following GDPR) should they be needed for Track & Trace. 	Rare	Major	Low (3)

COVID-19 / cleaning & sanitisation	All	<ul style="list-style-type: none"> Excess items have been removed from the studio to make cleaning easier. <u>Regular cleaning</u> <ul style="list-style-type: none"> Hand sanitiser must be a minimum of 60% alcohol. Music stand, piano, stools and worksurfaces are cleaned between students using antibacterial, disinfectant wipes. Wipes are disposed of into a lined, closed bin and the bin is emptied at the end of each day into the black bag waste. Floor is mopped at the end of each day using antibacterial floor cleaner. <u>Toilet</u> <ul style="list-style-type: none"> If a student uses the toilet within the family home, the toilet & sink must be cleaned before returning to the studio. Attention should also be taken to clean any surfaces the student may have touched, eg handles, light switches, etc. <u>Cleaning after a COVID-19 case</u> <ul style="list-style-type: none"> If a student informs us that they, or a family member, has contracted COVID-19 or has had it within the last two weeks, lessons for that day will be cancelled and the studio will be thoroughly sanitised before lessons resume the following day. The studio will be thoroughly cleaned using antibacterial sanitiser. Gloves and an apron will be worn. 	Rare	Major	Low (3)
MENTAL HEALTH / Difficulty adapting to changes	Students	<ul style="list-style-type: none"> Parents informed that we would strongly recommend that a parent stays with the students for their first lesson. First lesson includes discussion on the new safety measures and the reasoning behind these changes. Video created for Facebook to show students the new layout and access/egress before they arrive at the studio. 	Unlikely	Moderate	Moderate(6)

REVIEWS:		
DATE OF REVIEW:	REVIEWED BY:	COMMENTS:
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		Consequences				
		Insignificant (1) No injuries / minimal financial loss	Minor (2) First aid treatment / medium financial loss	Moderate (3) Medical treatment / high financial loss	Major (4) Hospitalable / large financial loss	Catastrophic (5) Death / massive financial loss
Likelihood	Almost Certain (5) Often occurs / once a week	Moderate (5)	High (10)	High (15)	Catastrophic (20)	Catastrophic (25)
	Likely (4) Could easily happen / once a month	Moderate (4)	Moderate (8)	High (12)	Catastrophic (16)	Catastrophic (20)
	Possible (3) Could happen or known it to happen / once a year	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely (2) Hasn't happened yet but could / once every 10 years	Low (2)	Moderate (4)	Moderate (6)	Moderate (8)	High (10)
	Rare (1) Conceivable but only on extreme circumstances / once in 100 years	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (5)