# Risk Assessment Covid-19

## Company name: Tom Butterworth Music Assessment carried out by: Thomas Butterworth

## Date of next review: 31st August 2021 Date assessment was carried out: September 1st 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 |
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| **Collection, storage and retrieval of guitars leading to Social Distancing breakdown amongst pupils** | Avoid the spread of Covid 19 between bubbles of children | Only children in a “bubble” will have lessons on any given day. Guitars must be dropped off in the practice room on arrival and collected at the end of the school day. | Ensure all children and parents are aware they must bring in and collect guitars at the start and the end of their designated day,  Any guitars left behind will have to be stored on the high shelves away from the wall until they can be safely collected another day. | All children having lessons that day under supervision of Thomas Butterworth. | Continuous. |  |
| **Lack of ventilation** | Avoid the spread of infection | The window must be kept open all day where it is practicable to do so. | As the main entrance door is a fire door and must be kept shut, the open window is the best and safest option. | Thomas Butterworth | Continuous. |  |
| **Lack of hand washing / sanitiser on entry and exit of the small practice room** | Either a hand sanitiser is attached to the wall outside the small practice room or a hand sanitiser pump is kept outside the room and is used on both entrance and exit. | Hand sanitisers have already been installed all around the school. | Liaise with Mr Button to ensure either a pump is installed, or a bottle is provided by Thomas Butterworth, and supply is continuously available.  Pupils to be supervised to ensure adequate application and use of hand sanitiser. | Thomas Butterworth | Before the commencement and at the end of of any lessons |  |
| **Contamination of Equipment with Covid-19** | The potential spread of infection to children and their families | All 30 minute lessons will end 5 minutes early.  During this time, the plastic chairs and music stands will be cleaned with sanitising spray and disposable towels. | Ensure the next group do not enter the room until chairs and stands are sufficiently cleaned.  Any wipes and towels will be disposed of in a lidded bin, the liner removed and disposed of at the end of the day. | Thomas Butterworth | At the start of the day, after every lesson and at the end of the day. |  |
| **Collection of children from class** | Prevent the spread of infection. | Ideally all children will attend lessons without needing to be collected.  If a child does not turn up a classmate from their bubble will be sent to collect. | If a whole group does not turn up Thomas Butterworth will collect from the classroom wearing a mask and disposable gloves to mitigate the risk of spreading infection.  Teachers will be given a timetable and will be encouraged to send children on time. | Thomas Butterworth | Ad Hoc. |  |
| **Maintaining Social Distance** | Preventing Teacher / student infection | A “Teacher Zone” will be implemented in the small practice room behind the desk next to the piano. | Children will not be allowed to move beyond the music stands into the teacher zone, at least 1 metre away from them.  Children will be seated side by side. | Thomas Butterworth | Every Lesson |  |
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