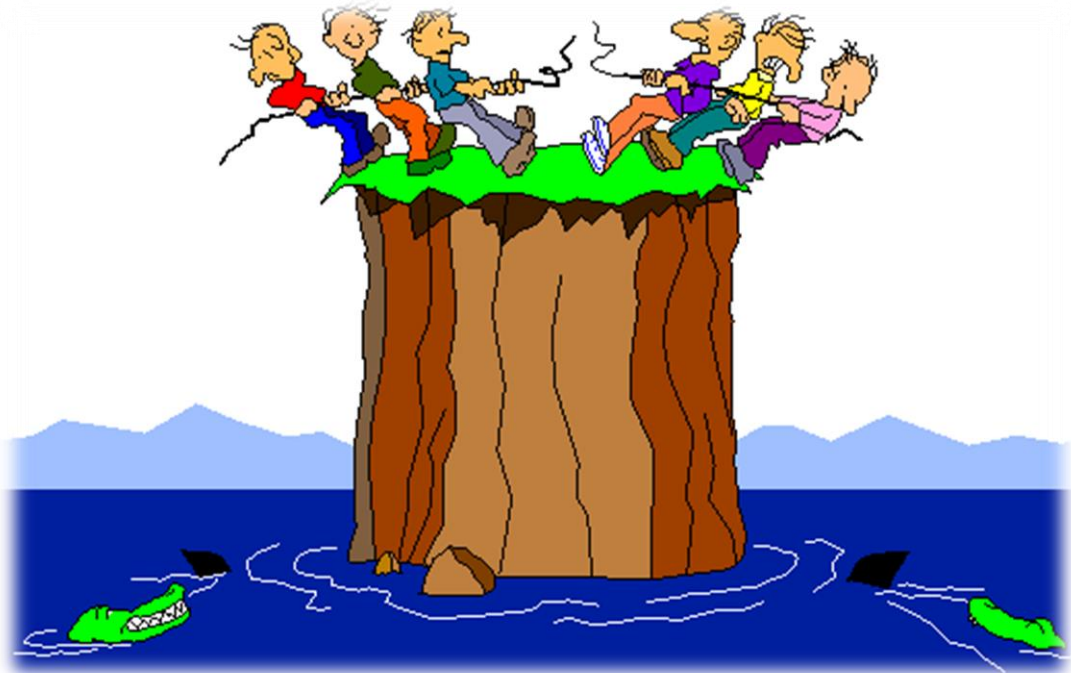


# An Introduction to Risk Assessment

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# Agenda

- Disclaimers
- Points of Reference
- The Basics of Risk Assessment
- A Travel Example
- A Piano Teaching Example
- Questions and Discussion



# Why are we Here?!

- In England, the lockdown will be relaxed from July 4<sup>th</sup>, with the possibility of engaging in face-to-face teaching;
- You need to make your own decision regarding how soon and how much you return to face-to-face teaching;
- Your ongoing planning will be helped by a Risk Assessment, implementing its findings as appropriate. You can also share it with pupils and their parents.

# Our Points of Reference(1)



<https://www.gov.uk/coronavirus>

## 1.6 Can I start visiting people indoors now?

From 4 July, you will be able to meet indoors in groups of up to two households (your support bubble counts as one household). This includes inviting people from one household into your home or visiting the home of someone else with members of your own household. You should continue to maintain social distancing with anyone you do not live with or who is not in your support bubble when doing so.

The more people you have interactions with, the more chance the virus has to spread. Therefore, try to limit the number of people you see - especially over short periods of time. The risk of transmission is also higher indoors, so you should take extra care to stay as safe as possible.

# Our Points of Reference (2)



Health and Safety  
Executive

<http://www.hse.gov.uk/index.htm>

## Working safely during the coronavirus (COVID-19) outbreak

1. Overview
2. Risk assessment
3. Talk to workers and provide information
4. Work from home
5. Make your workplace 'COVID secure'
6. Protect vulnerable workers
7. Cleaning, hygiene and hand sanitiser
8. Where to get further help

# What is Risk Assessment

- It's an essential part of UK safety management and law (Health and Safety at Work Act 1975);
- Risk Assessment is like a systematic application of common sense, it's not a threatening process at all.

# Risk Assessment: Hazards and Risks

## A Hazard

anything that may cause harm, such as chemicals, electricity, infection, road traffic, working on ladders, a pile of papers on the floor etc;

## A Risk

the chance that somebody could be harmed by one or more hazards, together with an indication of how serious the harm could be.

A Risk Assessment is a careful examination of what, in a particular situation, could cause harm to people. You can then weigh up whether you have taken enough precautions or should do more to prevent harm.

The Risk Assessment starts with identifying Hazards.



# Example: Assessing the Daily Commute





# Risk Evaluation Matrix

<b>Severity</b>	<b>1 - Minor injury</b>	<b>2 - First Aid</b>	<b>3 - Major injury, time off work</b>	<b>4 - Fatality</b>
<b>Likelihood</b>				
<b>4 - Highly likely</b>	<b>Tolerable Risk</b>	<b>Moderate Risk</b>	<b>Substantial Risk</b>	<b>Intolerable Risk</b>
<b>3 - Probable</b>	<b>Tolerable Risk</b>	<b>Moderate Risk</b>	<b>Substantial Risk</b>	<b>Substantial Risk</b>
<b>2 - Possible</b>	<b>Tolerable Risk</b>	<b>Tolerable Risk</b>	<b>Moderate Risk</b>	<b>Moderate Risk</b>
<b>1 - Improbable</b>	<b>Trivial Risk</b>	<b>Trivial Risk</b>	<b>Tolerable Risk</b>	<b>Tolerable Risk</b>

# Response to Risk Evaluation

Intolerable Risk	<b>Activity should be suspended immediately</b> until action is taken to reduce the risk
Substantial Risk	Significantly high risk, <b>practical activity should be suspended</b> until action has been taken to reduce the risk.
Moderate Risk	<b>Significant action should be planned</b> in accordance with overall risk management program to reduce the risk.
Tolerable Risk	Risk level is acceptable as long as all reasonably practicable controls are in place.
Trivial Risk	Risk level is low, no significant action required.

# How can I carry out a Risk Assessment?

- STEP 1: Look for all hazards;
- STEP 2: Decide who might be harmed and how;
- STEP 3: Evaluate the risks (on scale trivial to intolerable); decide whether the existing precautions (control measures) are adequate or whether more should be put in place;
- STEP 4: Record your findings (using standard template);
- STEP 5: Review your assessment and revise it if necessary.

# Example: Risk Assessing my Cycle Ride to Work (informal)

(from Matrix)  
 S = Severity  
 L = Likelihood

Hazards	Precaution/Control Measure	S	L	Residual Risk
Being knocked off by a car/lorry, straight road	Be seen, wear bright clothing, Good lights at night Protective clothing: helmet, gloves	4	1	Tolerable
Being knocked off by a car/lorry, A38 roundabout	Change route to avoid (takes longer) OR Dismount and walk	4	1	Tolerable
Hitting an obstacle or pothole in the road	Maintain vigilance	3	1	Tolerable
Hitting pedestrian or dog, shared pathway	Go slowly or walk, shared pathways	2	1	Tolerable
Skidding and falling	Don't cycle in frost or snow	3	1	Tolerable

# Reducing Risk

When controlling risks apply the principles below, if possible in the following order:

- try a less risky option;
- prevent access to the hazard;
- organise workplace to reduce exposure to the hazard;
- issue/require personal protective equipment;
- provide welfare facilities (e.g. washing).

# Example Risk Assessment Form (1)

## Record of Risk Assessment

Assessment Reference	
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Activity assessed	
Person(s) who may be affected by the activity	

### SECTION A : Initial Assessment Overview

*Consider the activity or work area and identify if any of the hazards listed below are significant.*

1	Fall of person		7	Machinery		13	Electricity		19	Substances		25	Drowning	
2	Fall of objects		8	Tools/Equipment		14	Noise or Vibration		20	High Pressure		26	Psychological effects	
3	Tripping/Slipping		9	Mobile work equipment		15	Hot / Cold Surfaces		21	Fire/ explosion		27	Infection	
4	Manual handling operations		10	Mechanical lifting equipment		16	Workstation – layout / space		22	Lighting		28	Violence	
5	Repetitive work		11	Display screen equipment		17	Radiation		23	Confined space		29	Peripatetic / lone working	
6	Housekeeping / waste material		12	Sharp objects		18	Temperature / weather		24	Buildings & glazing		30	Other(s)	

# Example Risk Assessment Form (2)

**SECTION B : Second Stage Assessment**

*For each hazard identified in Section A complete Section B*

S = Severity

L = Likelihood

Hazard No.	Hazard Description	EXISTING CONTROL MEASURES	S	L	RESIDUAL RISK
No. of Section B Continuation sheets used:					
Assessor(s)			Signed		
Date of Assessment		Revision No.			

# How do we Apply all this to our Home Teaching?





# Example Piano Teaching RA Form (1)

## Record of Risk Assessment

Activity assessed	Piano teaching, 30 Broadway, Duffield
Persons who may be affected by the activity	Teacher, pupil(s), parent/guardian, other residents of 30 Broadway

### SECTION A : Initial Assessment Overview

*Consider the activity or work area and identify if any of the hazards listed below are significant.*

1	Infection		2	Security			
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### SECTION B : Second Stage Assessment

*For each hazard identified in Section A complete Section B*

S = Severity

L = Likelihood

Hazard No.	Hazard Description	CONTROL MEASURES	S	L	RESIDUAL RISK
1	Teacher, pupil, parent, guardian or other resident contracts Covid-19, due to transmission of infection between them.	<ul style="list-style-type: none"> <li>Families told that if any member is displaying <u>Covid</u> symptoms, or have been in contact with such a person in the last two weeks, or if they are vulnerable due to age or underlying health condition, they must not attend (Zoom lessons remain available);</li> <li>Only one pupil, or pupil siblings, with one</li> </ul>	4	1	Tolerable

# Control Measures (1)

***Hazard: Teacher, pupil, parent, guardian or other resident contracts Covid-19, due to transmission of infection between them.***

- Families told that if any member is displaying Covid symptoms, or have been in contact with such a person in the last two weeks, or if they are vulnerable due to age or underlying health condition, they must not attend (Zoom lessons remain available);
- Only one pupil, or pupil siblings, with one accompanying parent (or guardian), allowed in the house at any one time, they are restricted to music room and washroom;
- Pupils and parent disinfect hands on arrival;
- Pupils and parent asked to limit surfaces they touch to a minimum, i.e. door handles, washroom appliances and piano keyboard;

# Control Measures (2)

- Surfaces are disinfected between lessons, notably door handles and piano keyboard (minimum of 20 minutes between lessons);
- 2m minimum gap maintained between teacher and pupil at all times;
- Teaching piano and pupil piano are separated by 3m;
- Aural training by singing will not be undertaken;
- Music room is configured and marked out so that pupil and teacher maintain distance at all time;
- Family dog is not allowed in hallway or music room;
- All parents to be shown this risk assessment, and asked to agree to control measures identified.

***For this Hazard, adopting these control measures:  
Severity = 4, Likelihood = 1. Residual Risk = Tolerable***

# Any other Hazards?

Hazard No.	Hazard Description	CONTROL MEASURES	S	L	RESIDUAL RISK
2	Front door left on latch, for ease of pupil/parent access	<ul style="list-style-type: none"><li>Teaching only occurs with another family member in the house.</li></ul>	3	1	Tolerable

# Conclusions

- The principles of Risk Assessment are easy to grasp - use them for your teaching and in everyday life.
- In discussion with pupils and parents, and in accordance with government guidelines, make your own evaluation of how soon and how much you start your home teaching.
- Adjust your teaching in accordance with findings from your Risk Assessment.

# Questions/Discussion