

Risk assessment template

Company name: Graeme Hopson Music Tuition

Assessment carried out by: Graeme Hopson

Date assessment was carried out: 1/1/21

Date of next review: 3/3/2021

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
Working with others	Myself & students	Considering the teaching room and any potential areas of risk including entering and exiting the room	To carry out my work taking into account the potential hazards & risks and where possible eliminate them or minimise the risk	Myself		
COVID 19 limiting personal exposure	Myself & students	Maintaining social distancing where possible; wearing a face covering; allocating a 10-minute gap between lessons to reduce contact between students and their families as they enter/leave teaching room; minimise joint handling of sheet music, pens and pencils		Myself		
Checking if I show symptoms	Myself & students	Following the Government & NHS advice		Myself		
Maintaining cleanliness	Myself & students	Cleaning the piano, music stand and shared surfaces with appropriate wipes between every lesson		Myself		