

Risk assessment template

Company name: Eximo

Assessment carried out by: Maya Wolff

Date of next review: 1st September 2020

Date assessment was carried out: 12th 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
Entry / Exit	Student Teacher Parents Other people in Venue	- Asking students to be on time	<ul style="list-style-type: none"> - Follow all the venue instructions and take special care in entering/exiting and hand hygiene - Ask students to arrive on time, not early/late - Student to meet teacher socially distanced by reception - Parents to not leave their child unattended until handing over to the teacher 	Teacher Eximo Student	Guidelines to be followed every lesson and need to be agreed to	

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			<ul style="list-style-type: none"> - Hand sanitizer shall be used upon entry and exit - Venue has entry/exit rules for them to be Covid safe “<i>When You Arrive:</i> <ul style="list-style-type: none"> - <i>Enter one at a time, try to slightly stagger your bands arrival.</i> - <i>Please use the sanitiser by reception</i> - <i>Take note of the social distancing rules and the one way system which will be marked on the floor.</i> - <i>When You Leave:</i> <i>Please pack up any gear you have borrowed from us and leave in the green box at the</i> 			

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			<p><i>drop off point near the front door.</i></p> <ul style="list-style-type: none"> - <i>Please leave promptly using the one-way system in reception. Please do not hang around (as much as we'd love to see you!)</i> - 			
<p>Risk of transmission in the room</p>	<p>Student Teacher</p>		<ul style="list-style-type: none"> - Teachers are to take a measure tape with them and mark out the space where they and the students will be placed for the lesson before the student enters the room - Social Distancing must be adhered to at all times - For Singing lessons please stay at least 2m apart, where possible 3m or better, as far 	<p>Teacher Student</p>	<p>Guidelines to be followed every lesson and need to be agreed to</p>	

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			<p>as possible without compromising the lesson quality.</p> <ul style="list-style-type: none"> - For Piano lessons, we are keeping in line with government guidelines of 1m+ and maintain 2m wherever and whenever possible but will keep to at least 1m+ at all times. - When singing, do not face each other but either stand side to side or back to back whilst maintaining 2-3m distance - Both teachers and students must wear a face mask and/or a face shield If this is not possible a full length screen will be put up. 			

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			<ul style="list-style-type: none"> - Instructions have been set out - No foods shall be eaten during the lesson, drinking bottles must not be put on the floor/equipment etc. and must be kept in a personal bag. Hand sanitiser must be used before using taking a drink - 			
Non compliance with policies	Student Teacher		<ul style="list-style-type: none"> - Before moving to a full lesson, a 20min trial lesson will be arranged to make sure both parties are happy to adhere to all the policies. Every person is different and whilst in theory these measures work, not everyone 	Teacher Student	Guidelines to be followed every lesson and need to be agreed to	

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			<p>will find they will work for them until they have been tried out.</p> <ul style="list-style-type: none"> - Checklist/procedure list will be given to students/teachers to remember what do bring and do 			
<p>Risk of transmission between lessons</p>	<p>Student Teacher</p>		<ul style="list-style-type: none"> - The number of students a teacher should teach will be limited to the absolute necessary minimum and online lessons will be encouraged as much as possible - If a teacher teaches multiple lesson a day, a break will be given in between lessons to wash hands / use hand 	<p>Teacher Student</p>	<p>Guidelines to be followed every lesson and need to be agreed to</p>	

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			<p>sanitiser and for the room to be cleaned / swapped</p>			
<p>Risk of transmission through equipment</p>	<p>Student Teacher</p>		<ul style="list-style-type: none"> - Any equipment a teacher may bring must be cleaned at arrival, before leaving and when arriving at home. - If piano teachers want to demonstrate something and do not have a separate piano available, please wipe the piano thoroughly before and after using it and make sure that whilst swapping over the 1m+ rule will be adhered to at all times. You must also use hand sanitiser before touching the piano. - Sheet music shall not be shared or handed out. Please 	<p>Teacher Student</p>	<p>Guidelines to be followed every lesson and need to be agreed to</p>	

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			<p>make sure that students/teachers arrive prepared and it has been discussed previous to the lesson what you may need to bring to your lesson. If you are unsure, please contact your teacher beforehand.</p>			
<p>Risk of Travel to lessons</p>	<p>Student Teacher</p>		<ul style="list-style-type: none"> - To get to the lesson please follow government guidelines stating: Avoiding using public transport, and aiming to walk, cycle, or drive instead. If using public transport is necessary, wearing a face covering is mandatory. 	<p>Teacher Student</p>	<p>Guidelines to be followed every lesson and need to be agreed to</p>	

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Risk of infection of any infectious illness when showing symptoms	Student Teacher		<ul style="list-style-type: none"> - Students/teachers and their households must be declared symptom free of any signs of any illness for the 14 days prior to the lesson 		Guidelines to be followed every lesson and need to be agreed to	
Risk of transmission in the venue	Student Teacher	Choosing a Covid Safe venue eliminates risk for Eximo teaching in the venue	<ul style="list-style-type: none"> - All of the above measures laid out minimise risk even more 		Guidelines to be followed every lesson and need to be agreed to	

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