

# Studio Risk Assessment for Emily Tully's Music



Company name: Emily Tully's Music

Assessment carried out by: Emily Tully

Date of next review: 30/09/2023

Date assessment was carried out: 9/11/2022

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 actions it?	When is action needed?
<b>Hazard 1:</b> Electrical sockets	Pupils may poke fingers in plug sockets which would result in a risk of electrocution/shock.	Plug sockets are fitted with an on/off switch which should be turned off when not in use.  Majority of plug sockets are in use with the plug inserted into the socket which prevents the risk of electrocution.		Emily Tully  All cover teachers	November 2022
<b>Hazard 2:</b> Tripping hazards, instruments etc	Pupils. Teachers and visitors may fall over cables, wires, instruments and objects being used if not paying sufficient attention.	Instruments put away and placed in boxes when not in use.  Wires and cables are tucked away under items.		Emily Tully  All cover teachers	November 2022
<b>Hazard 3:</b> Objects used as missiles or weapons by pupils.	Pupils, teachers and visitors may be hurt by pupils who throw instruments or resources.	Instruments put away and placed in boxes when not in use.  Instruments are moved away from pupils who are in crisis; teachers are vigilant at noticing signs.	Ask parents who attend music sessions independently about behaviour and triggers.	Emily Tully  All cover teachers	November 2022
<b>Hazard 4:</b> Doors- finger trapping	Pupils, teachers and visitors could trap their fingers in the doors or cupboard doors.	Ensure pupils do not slam doors shut.  Greet pupils at the door so they are not in control of it opening and closing.  Safety flaps on the door hinges.	Keep doors locked when not in use.	Emily Tully  All cover teachers	November 2022

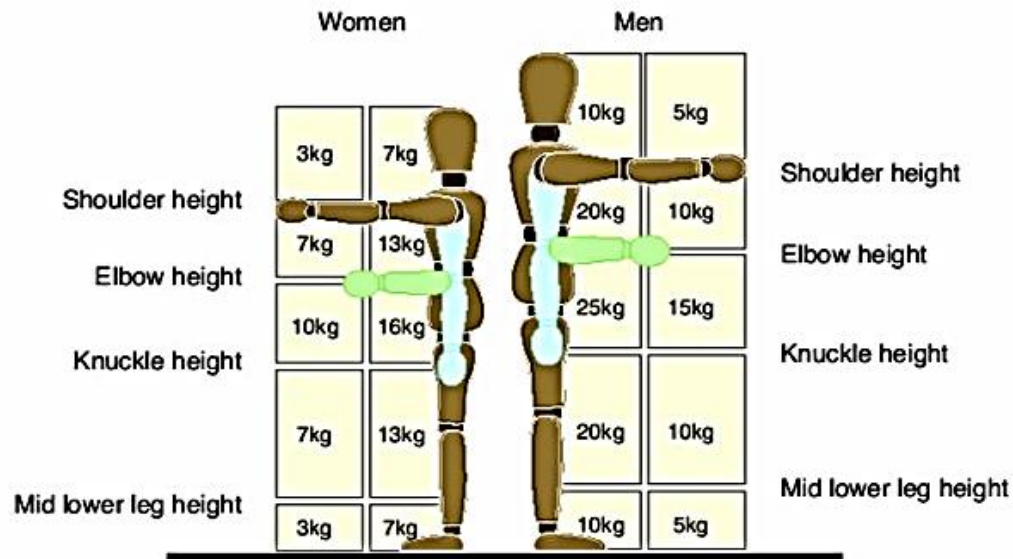
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<b>Hazard 5:</b>  Choking hazards- small parts of instruments.	Pupils may choke on small parts of instruments if they put them in their mouth.	Remove loose or broken pieces of instruments and place in the bin.  Instruments are of reasonable build quality and comply with health and safety standards, therefore reliant on manufacturer's liability.		Emily Tully  All cover teachers	November 2022
<b>Hazard 6:</b>  Loud sounds	Pupils, teachers and visitors may suffer hearing loss from loud sounds from instruments or equipment.	Turn volume buttons to an acceptable level.  Be aware of how hard a pupil may be playing an instrument.  Behaviour support plans will be adhered to if they highlight loud sounds as a behaviour trigger.  Hearing protection is recommended to teachers and advised by music unions.  Teachers, pupils and visitors only spend a maximum of six hours per day in the studio and there isn't noise throughout the time.  The studio is in a residential area, so noise is generally low.	Advise teachers to wear hearing protection.  Gather information on which students are sound sensitive.  You can apply for heavily discounted, high quality hearing protection through music unions: <a href="https://www.helpmusicians.org.uk/get-support/physical-health/protect-your-hearing">https://www.helpmusicians.org.uk/get-support/physical-health/protect-your-hearing</a>	Emily Tully  All cover teachers	November 2022
<b>Hazard 7:</b>  Exits	Pupils may run and escape out of the exits with a possibility of running into the road or into the garden. Traffic and items in the garden may cause harm.	All doors are closed and locked when not in use.  Teachers are vigilant of ensuring all pupils remain in the room.  The garden is safe and secure and can only be accessed via the studio or the house.  The door from the studio leads onto a passage way and not directly onto the road.		Emily Tully  All cover teachers	November 2022
<b>Hazard 8:</b>  Curtain rail fall down.	Pupils may pull the curtain rail down which could harm teachers, pupils or visitors.	The curtain rail is screwed to the wall.  Pupils are deferred from pulling on the curtain.	Curtain has been removed from permanent use.	Emily Tully  All cover teachers	November 2022

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<b>Hazard 9:</b> Heavy lifting	Pupils, teachers or visitors may lift heavy items and hurt themselves.	Pupils, teachers and visitors are deferred from lifting heavy equipment.  See attached heavy lifting training sheet from	Lifting items like PA is not usually required by teachers and pupils except when supporting shows on a voluntary basis.  See <a href="#">Appendix 1</a> for correct lifting technique.	Emily Tully  All cover teachers	November 2022
<b>Hazard 10:</b> Falling items.	Items may be pushed or fall from heights, eg: keyboards off music stand or items off walls.	Pupils are deferred from pulling items over.  Items attached to the wall are checked regularly to ensure they are secure.		Emily Tully  All cover teachers	November 2022
<b>Hazard 11:</b> Trap fingers in the piano.	Pupils may pull the piano lid shut trapping their fingers or someone else's.	Teachers keep hold of the lid when working with pupils who have a tendency to pull it down.  Work with pupils to explore the lid together gently, and learn what it does to defer interest.	Say "no, not available" if a pupil starts to repeat the action and it becomes dangerous.  Move away from the piano and defer child's attention to something else if behaviour continues.	Emily Tully  All cover teachers	November 2022
<b>Hazard 12:</b> Using the toilet-slips and trips on the way.	Teachers, pupils and visitors my trip. There is a step out the studio, a step in the garden, and a step down to the toilet. There may also be items on the floor in the kitchen. The floor in the toilet may get wet from hand washing.	Kitchen floor is as clear as possible, but it is a habitable space by the family.  Warn pupils and visitors about steps and hold hands of small children to assist them up and down the steps.	Encourage everyone to use the toilet before they attend their lesson.	Emily Tully  All cover teachers	November 2022
<b>Hazard 13:</b> Using the ramp-wheelchairs may	Pupils, teachers or visitors may fall off the ramp on their way in or out of the	Ramp is secure and sturdy; a solid concrete fixture.  Parents and carers are responsible for pushing wheelchairs.		Emily Tully  All cover	November 2022

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tilt or lose balance.	studio.	Teachers do not push wheelchairs when transitioning in and out of the studio.		teachers	
<b>Hazard 14:</b>  Pupils get into the storage cupboard.	Pupils, teachers or visitors my be hurt by items taken from the cupboard including tools or cleaning products.	The cupboard is locked at all times during lessons.  Tools and cleaning products are in locked boxes or kept high out of reach.  One antibacterial spray and hand sanitiser is kept in the studio as easy access items, as the risk of infectious diseases is higher than the chance of misuse by a student.	The cupboard is sometimes used during sessions to put items in that pupils are finding distressing. The door must be locked and key taken out afterwards.	Emily Tully  All cover teachers	November 2022
<b>Hazard 15:</b>  Hand sanitiser or cleaning products misused.	Pupils could misuse hand sanitiser and antibacterial spray by consuming it or getting it in their eyes.	Hand sanitiser and antibacterial spray is on the side in order to protect against Covid-19 and other infections.  All items are in bottles that are safe to use.  Pupils only use hand sanitise under supervision and are not encouraged to use cleaning products.	If a child becomes distressed or obsessed with the items, lock them away for their sessions.	Emily Tully  All cover teachers	November 2022
<b>Hazard 16:</b>  Pupils may become aggressive or violent.	Pupils, teachers and visitors may be harmed if a pupil's behaviour escalates.	Parents and carers remain in the sessions with pupils who have the potential to be violent.  In order for parents and carers to leave pupils in session independently, everyone has to agree on the terms of the situation including the teacher, parents/carers, pupil (where possible) and Emily Tully.  In an extreme and unlikely instance, if teachers are on their own, teachers are to leave the outside door locked, lift blinds on the garden door and lock themselves in the garden with their phone, and call someone to come and help. In extreme situations, they can call the police.  Lone working policy in place.	All new teachers are aware of this procedure.		

## Appendix 1

### Guidance Weights



NOTE: THE GUIDELINE WEIGHTS SHOWN ARE FOR GUIDANCE ONLY AND ASSUMES THE PACE OF WORK IS NOT FORCED, THERE ARE ADEQUATE TIMES TO REST AND THE LOAD IS NOT HELD FOR ANY PROLONGED PERIOD OF TIME. THE WEIGHTS SUGGESTED MUST BE REDUCED IF THE OPERATION IS REPEATED MORE OFTEN.

### Correct Lifting Techniques



#### Plan lift

1. Ensure that you are wearing suitable footwear and appropriate clothing for lifting.
2. Consider the destination.
3. Examine Load - Is help required with the load?
4. Can it be reduced in size?
5. Make sure area is free from clutter.



#### Place the Feet

1. Approximately shoulder width apart.
2. Face the direction intended.
3. Leading leg forward.
4. Heaviest part of load towards you.



#### Adopt good posture

1. Slight bending of the back, hips and knees



#### Get a firm Grip

1. Keep arms within boundary formed by legs.
1. Ensure that the load is not just on the fingers.
2. Elbows close to sides.



#### Move the Load

1. Lift load to waist height.
1. Move slowly to avoid jerky movements.
2. Keep close to load.
3. Maintain your vision.

#### Lower Load

1. Lower load slowly, ensuring back is straight and knees bent.
2. Avoid crushing fingers when lowering.
3. Put down, then adjust into desired position.