

Risk assessment template

Company name: Creative DJ School

Assessment carried out by: Ian Stanley

Date of next review: 6/12/20

Date assessment was carried out: 5/11/20

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
Communal Gates and door handles	Customers if hands are not washed after entry	Squirting antibacterial gel at the main gate. Opening the doors for customers	Reminding customers to wash hands before the session begins	Staff member and Student	5/11/20	Yes
Communal Toilets could have virus transmission	Customers when flushing WC and operating taps	Cleaning taps and flushes with anti bacterial wipes before sessions. Leaving notices for other tenants to do the same	Leave spare wipes for other tenants	Owner	6/11/20	No

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
Keeping a safe distance in the studio when teaching 1-1	Customers through close transmission	Wearing face masks in communal hallways and in lessons	Keep a 2metre distance	Staff Member	5/11/20	Yes
Clean shared electrical equipment	Customers through contact with DJ and music production equipment	Using anti bacterial wipes to clean the equipment before and after use	Continue with this practice	Staff member	5/11/20	Yes

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

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