

RISK ASSESSMENT

Department:	People	Service Team:	Enfield Music Service		
Manager:	Wendy Kemp	Persons undertaking the assessment:	Wendy Kemp		
Work Activity being assessed:	EMS tuition in schools	Risk Assessment Number:	8		
Date of assessment:	September 2026	Date of next review:	August 2027		
SCOPE OF OPERATION, LOCATION AND TIME			ASSOCIATED GUIDANCE		
SCOPE OF OPERATION (description of tasks being undertaken): EMS tuition taking place in schools					
LOCATION: Various primary, secondary and special schools in the London Borough of Enfield.					
WHEN DOES THE ACTIVITY TAKE PLACE <i>(early hours, during normal hours, after 6pm or at weekends)</i> In schools, during the extended school day, during school term time.					
Council Risk Assessment Sheet					
Activity:	EMS tuition in schools	No. of pages:	3	Page number:	1

What are the hazards?	Who is at risk and How would they be harmed? (e.g. staff, public, contractors – trip, slip, fall, assault)	What is currently done to reduce / control the risk?	Risk level scoring (H,M,L)	What more can be done to reduce risk?	Action by whom, by when?
Child Protection - general	School pupils	Safer recruitment practices in place and all EMS tutors undergo regular safeguarding training. EMS tutors to familiarise themselves with school staff responsible for safeguarding in case of the need to report a concern or incident. Lessons take place in appropriate spaces where there is visibility of the activity taking place at all times and class teachers/other school staff are aware when a child is with a tutor for their lesson.	L		EMS leadership, EMS tutors
Child Protection – personal data	School pupils	Personal data beyond first names on paper registers is only held on a secure digital platform.	L		EMS tutors
Child Protection – behaviour management in whole class lessons	School pupils	A member of school staff should remain with the class at all times during EMS whole class lessons. EMS tutors should discuss behaviour expectations and how this will be implemented during lessons with school staff beforehand, but responsibility for overall classroom management and implantation of the school behaviour policy during that lesson remains with school staff.	L		School staff, EMS tutors
Special Needs	Participants – potential for illness, injury or harm due to special needs of student(s) e.g. behavioural/medical	School to ensure EMS tutors are aware of pupils' SEND and associated healthcare plans. All EMS tutors should follow any school policies in place regarding food that may not be brought into school e.g. nut-free policies.	L		EMS staff All, throughout

Health & safety – slips, trips and falls	School pupils/EMS tutors	The school should provide a space of suitable size to accommodate the EMS tutor, number of pupils in a small group lesson and the required instruments. Tutors should ensure there are no trip hazards on arrival and/or if moving any equipment within the space. Any accidents should be reported immediately to the relevant member of school staff and EMS leadership	L	Reduction of hazards where possible & tutors alert to injury risks.	School staff, EMS tutors
Fire/ other evacuation	School pupils & EMS tutors	EMS tutors to familiarise themselves with school emergency procedures, including evacuation. In the event of evacuation, school policy should be followed, and instruments/belongings should be left behind.	L		EMS tutors
Damage to instruments	School pupils & EMS tutors	Safe working practices are adopted when tutors are handling instruments and pupils are taught to take care of and handle instruments correctly from the first lesson.	L	Always take appropriate care.	EMS tutors