

Risk assessment template

Additional Risk Assessment adhering to COVID 19 guidelines

Company name: Northern Arts Factory Assessment carried out by: A Keighley & S. Harington

Date of next review: Jan 2020 Date assessment was carried out: 7th Sept 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
Picking up from school classroom	Staff, parents and children Spreading the COVID 19 virus	Adhere to the school guidance re pick up	Ask parents for school information.	Anne & Sally to email families and ask for information	At least a week before class starts	

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<p>Walking in small groups</p>	<p>Staff and children</p> <p>Spreading the COVID 19 virus</p>	<p>KS1 children given hand sanitiser and then asked to hold hands with staff/ older students for safety</p> <p>KS2 children to walk in pairs</p> <p>Limit group size to x8 children per member of staff</p> <p>Older children to walk independently with parental permission</p> <p>Children stay in class bubble</p>				

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<p>Travel to venue on a minibus</p>	<p>Staff and children</p> <p>Spreading the COVID 19 virus</p>	<p>All students to wear seat belts and sit in allocated seats.</p> <p>All staff to wear masks</p> <p>All students with parental permission to wear masks on the minibus</p> <p>Spare seats left free to encourage social distancing</p> <p>Open windows for ventilation.</p> <p>Children to line up outside until all students are present.</p>	<p>Clarify protocols with families and get permission</p>	<p>NAF staff to send out welcome back email</p>	<p>At least a week before class starts.</p>	

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

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