

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

**Date assessment was carried out: September 2020**

**Reviewed Feb 2021**

**Date of next review: June 2021**

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
<b>Spreading the Covid 19 Virus</b>	Staff & Students	Use lateral flow testing twice weekly	Train staff to use and register	Anne & Sally to pick up tests	8/03/2021	
	Staff and students	Staff Training of Infection Control	Train all staff on new Infection Control Policies	Anne to lead staff training	18/9/2020	
	Being unaware of procedures expected and increasing risk of spreading the virus	Adhering to the school's risk assessment and protocols	Ask school for any risk assessments/protocols that we need to be aware of	NAF staff lead	Before start date	
		Share Northern Arts Factory risk assessment with schools	Send risk assessment to school lead	NAF Staff lead	Before start date	

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<b>Hand Hygiene</b>	Staff and students  Spreading the virus	Hand Sanitiser at the Entrance & Exit of each class	Inform staff and students that sanitiser must be used on entrance and exit to each class and after any trips to the toilet.	NAF staff lead to monitor and inform school lead of any issues.	Every class	
<b>PPE</b>	Staff and students  Spreading the virus	Masks to be worn whilst moving through the school and meeting and greeting students  Masks can be removed when class begins.	Inform staff and students of rules re masks	NAF staff to support school lead	Every Class	
<b>Large groups of children mixing together</b>	Staff and students  Spreading the virus	NAF staff to work with one "bubble" of students to be assigned by school	Take a register to ensure the bubbles are the same every week	NAF staff/school lead	Every class	

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<p><b>Entrance &amp; Exit to Classes</b></p>	<p>Staff and students</p> <p>Spreading the virus</p>	<p>If students changing this should be done before entering class</p> <p>Follow one way system if in place.</p> <p>Toilet trips must be one at a time and hand sanitiser used on return</p>	<p>Ensure school lead is aware and provided changing facilities for students</p> <p>Remind students of one way system</p> <p>NAF staff to monitor this and inform school lead if there are any issues</p>	<p>NAF staff to liaise with school lead</p> <p>NAF staff to reiterate school protocols</p> <p>NAF staff</p>	<p>Before start date</p> <p>Every class</p> <p>Every class</p>	

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<p><b>Children keeping socially distanced in class</b></p>	<p>Staff and children</p> <p>Spreading the COVID 19 virus</p>	<p>All students to be given a spot/ position in class</p> <p>All games and activities allow students to stay apart.</p> <p>All students facing the front for activities where possible unless 2metres away</p> <p>Siblings/family/ school bubble can partake in paired work</p> <p>No holding hands or physical contact</p>	<p>Ensure NAF staff have additional spots</p> <p>Plan socially distanced workshops</p> <p>Inform students of new ways of working</p>	<p>NAF staff</p> <p>NAF staff</p> <p>NAF staff</p>	<p>Before start date</p> <p>Every class</p> <p>Every class</p>	

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

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