

Risk assessment template

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

Date of next review: April 2021

Date assessment was carried out: 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
Socially distancing whilst queueing to enter the venue	Staff and Participants Spreading the virus	Stickers on floor to guide safe distance queueing One way system in place	Monitor participants and remind them to adhere to the protocols Ensure staff & participants adhere to one way system	NAF staff to inform participants in preparatory email and remind	Start of every class	

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
Close contact when paying for class	Staff and Participants Spreading the virus	Staff & participants to wear masks on entry to venue until class begins	Ensure staff and participants wear masks	NAF staff to inform participants in preparatory email and remind	Start of every class	
Hand Hygiene	Staff and Participants Spreading the virus	Staff & participants to sanitise hands on entry and exit to class	Monitor and ensure all follow the guidelines	NAF staff to inform participants in preparatory email and remind	Entry & Exit to class	
Use of Toilets	Staff and Participants Spreading the virus	Only two people in the toilet at one time.(as per venue protocol) Hand sanitiser to be used on re-entering the room	Monitor and ensure all follow the guidelines	NAF staff to inform participants in preparatory email and remind	Every class	

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
<p>Large group gathering in the hall</p>	<p>Staff and Participants</p> <p>Spreading the virus</p>	<p>Spaces allocated using spots on the floor</p>	<p>All participants to start and finish each routine on their spot.</p> <p>Drinks to be left on spots or nearby to avoid congestion</p>	<p>NAF staff to inform participants in preparatory email and remind</p>	<p>Every class</p>	

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
<p>Use of props/ support</p>	<p>Staff and Participants</p> <p>Spreading the virus</p>	<p>All props to be cleaned prior to each class with anti bacterial spray.</p> <p>Any props used will be placed on each individual spot at beginning of class</p> <p>All props to be used by one person throughout the whole class</p> <p>All props will be cleaned at the end of each class with anti bacterial spray</p>	<p>Ensure staff have appropriate cleaning materials</p>	<p>NAF staff</p>	<p>Every class</p>	

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
Hygiene in communal areas/ contact points	Staff and Participants Spreading the virus	Handles and light switches to be wiped down with antibacterial spray after each class.	Ensure staff have appropriate cleaning materials	NAF staff	After every class	

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

Published by the Health and Safety Executive 09/20