

Risk assessment template

Additional Risk Assessment adhering to COVID 19 guidelines (see also

Company name: Northern Arts Factory

Assessment carried out by: A. Keighley & S.Harington

Date of next review: April 2021

Date assessment was carried out: 7th September 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
Spreading the Covid 19 Virus	Staff, families and students	Staff Training of Infection Control	Complete Infection control course from CAA	Anne	10th September	
		New Covid A9 Health & Safety Policy & Procedures in place	Publish policy on website	Anne	22nd September	

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<p>Entrance & Exit to Classes</p>	<p>Staff, parents and children</p> <p>By not adhering to social distancing guidelines</p>	<p>One Way System</p>	<p>Inform staff and families and ensure adherence to the system</p>	<p>Anne & Sally to email families and explain as they drop off children</p> <p>Anne & Sally to meet with staff and go through</p> <p>Staff ensure that families adhere to the system</p>	<p>Emails sent one week before re-opening and with welcome email to new starters</p> <p>Meeting at least a week before classes begin</p> <p>Before and after every class</p>	

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<p>Hand Hygiene</p>	<p>Staff, parents and children</p> <p>Spreading the COVID 19 virus</p>	<p>Hand Sanitiser at the Entrance & Exit of each class</p>	<p>Inform staff and families that sanitiser must be used on entrance and exit to each class and after any trips to the toilet.</p>	<p>Anne & Sally to email families and explain as they drop off children</p> <p>Anne & Sally to meet with staff and go through</p> <p>Staff ensure that children and staff sanitise regularly</p>	<p>Emails sent one week before re-opening and with welcome email to new starters</p> <p>Meeting at least a week before classes begin</p> <p>Before and after every class</p>	

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<p>Hygiene in communal areas</p>	<p>Staff and children</p> <p>Spreading the COVID 19 virus</p>	<p>No kitchen use</p> <p>Only one child in the toilet at once.</p> <p>Seperate toilets for each bubble used where possible</p> <p>Toilets to be disinfected with Anti-Viral spray before and after class</p> <p>Contact points - Light switches/ handles tables to be disinfected with Anti-Viral spray before and after class</p>	<p>Inform families to send a drink and snack with children if needed. These must be brought in their bag taken home at the end of class.</p> <p>Inform children and staff which toilet each group should use.</p>	<p>Anne & Sally to email families and explain as they drop off children</p> <p>Anne & Sally to allocate appropriate toilet for each group.</p> <p>Anne & Sally to disinfect toilets</p> <p>Anne & Sally to disinfect communal contact points</p>	<p>Emails sent one week before re-opening and with welcome email to new starters</p> <p>Before first classes</p> <p>Weekly</p> <p>Weekly</p>	

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<p>Large groups of children mixing together</p>	<p>Children and staff. Spreading the COVID 19 virus</p>	<p>Children to be assigned one teacher for their class Maximum of 15 children in a bubble with members of staff</p>	<p>Inform staff and families of the class and teacher Assign children to the appropriate groups. Check registers are all below 15</p>	<p>Anne & Sally to email families and explain as they drop off children Sally & Anne to manage registers Staff ensure that children stay with their bubble.</p>	<p>Emails sent one week before re-opening and with welcome email to new starters Weekly Weekly</p>	

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<p>Staff meeting and greeting children and families</p>	<p>Staff, parents and children</p> <p>Spreading the COVID 19 virus</p>	<p>Parents do not enter the building, dropping children off to a member of staff at the door.</p> <p>Staff to wear PPE visor/mask in communal areas.</p>	<p>Inform staff and families of the class and teacher</p> <p>Monitor staff are complying</p>	<p>Anne & Sally to email families and explain as they drop off children</p> <p>Sally & Anne to remind and monitor staff</p>	<p>Emails sent one week before re-opening and with welcome email to new starters</p> <p>Weekly</p> <p>Weekly</p>	

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<p>Children keeping socially distanced in class</p>	<p>Staff and children</p> <p>Spreading the COVID 19 virus</p>	<p>All children to be given a spot/ position in class</p>	<p>Order additional spots</p>	<p>Sally to order</p>	<p>7th Sept</p>	
		<p>All games and activities allow children to stay apart.</p>	<p>Plan socially distanced workshops</p>	<p>Sally & Anne</p>	<p>21st Sept</p>	
		<p>All children facing the front for activities where possible unless 2metres away</p>	<p>Inform children of new ways of working</p>	<p>All staff</p>	<p>First classes</p>	
		<p>Siblings/family bubble can partake in paired work</p> <p>No holding hands or physical contact</p>				

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Staff or child testing positive for Covid	All staff and students in the bubble	Process in place in our Infection Control Policy	Share our infection control policy with families Publish our Infection Control Policy on our website	Anne & Sally to email families Anne to send to Karen at PS	At least one week before classes begin. September 2020	

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