

Burning Light Arts – RISK ASSESSMENT Lockdown story Installations OPTION 1 AND 2

Project:	Lockdown story Installation at (tbc) School - option 1
Date	tbc
Assessment by (print name)	HELEN YATES
Assessment by (signature)	
Activity	Discussion, story creation and making decorative dream catcher installation
Activity date	tbc
Activity location	On school site, indoor/ outdoor (tbc)

STEP ONE	STEP TWO	RISK LEVEL	STEP THREE	WHEN & WHO
List significant hazards here:	List groups of people who are at risk from hazards identified:	H = High M = Medium L = Low	List existing controls (or where information may be found). List risks which are not adequately controlled and the action needed:	Is action needed before (B) or during (D) activity? Who will/has carried out the precautionary action?
Covid 19 spread of virus	Artist, staff, pupils	H	Artist, staff, pupils will all adhere to school requirements ie teaching bubbles, ppe if needed, cleaning hands before entry and exit to site, increased cleaning of surfaces etc. The artist will visit only 1 school per week and leave at least 72 hours before re using any uncleanable equipment or materials. 'Ollie' can have one cleansed tentacle, if touching the rubber octopus is permitted under controlled conditions (gloves, hand washing measurers etc.)	The artist will liaise with staff and confirm all measures needed to ensure the safety of the pupils, staff and artist.
Bringing equipment and materials into the classroom	Artist, staff, pupils	H	All artist equipment and materials will be cleaned thoroughly where possible, any that can't will be quarantined for 72 hours before reuse. Equipment will only be shared within	The artist will liaise with staff to ensure equipment and materials are used safely and in a controlled manner

			controlled groups	
Not maintaining social distancing	Artist, staff, pupils	H	The artist will be alert to distancing measures during the session. The artist will adhere to the schools distancing policies and avoid close contact or physical contact with all pupils and staff	The artist will liaise with staff to ensure full prior knowledge of the distancing precautions
Covid symptomatic Artist, staff, pupils	Artist staff, pupils	H	The artist will re schedule sessions when appropriate, if the artist, member of staff or pupils become covid symptomatic prior to a visit	The artist liaise with the school and keep up to date understanding of the situation
Scissor use - cuts	pupils	L	The pupils will use school approved scissors as needed.	The artist will ensure that any hazardous cutting will be done offsite or onsite by the artist
Use of staplers and lamination - injury, puncture, burns	Artist, staff, pupils	L	Access will be controlled, pupils will be directed on the correct use of the equipment. Sticky backed plastic can be used instead of a laminator if needed.	The school staff and the artist will ensure appropriate and supervised use of staplers and laminator if used
Use of permanent markers - intoxication	Artist, staff, pupils	L	Access will be controlled and the site ventilated, pupils will be directed on the correct use of the equipment.	The school staff and the artist will ensure appropriate and supervised use of the markers

Personal Protective Equipment Needed:	Possibly face mask and gloves, follow school policy
Provided By:	tbc
Level of First Aid Provision Needed:	Basic school provision
First Aiders:	
Nearest 24 hour Hospital and/or Doctor:	School to hold information

Project:	Lockdown story Installation at (tbc) School - option 2
Date	tbc
Assessment by (print name)	HELEN YATES
Assessment by (signature)	
Activity	Discussion, story/poetry creation and making decorative goodwill flags
Activity date	tbc
Activity location	On school site, indoor/outdoor (tbc)

STEP ONE	STEP TWO	RISK LEVEL	STEP THREE	WHEN & WHO
List significant hazards here:	List groups of people who are at risk from hazards identified:	H = High M = Medium L = Low	List existing controls (or where information may be found). List risks which are not adequately controlled and the action needed:	Is action needed before (B) or during (D) activity? Who will/has carried out the precautionary action?
Covid 19 spread of virus	Artist, staff, pupils	H	Artist, staff, pupils will all adhere to school requirements ie teaching bubbles, ppe if needed, cleaning hands before entry and exit to site, increased cleaning of surfaces etc. The artist will visit only 1 school per week and leave at least 72 hours before re using any uncleanable equipment or materials. 'Ollie' can have one cleansed tentacle, if touching the rubber octopus is permitted under controlled conditions (gloves, hand washing measurers etc.)	The artist will liaise with staff and confirm all measures needed to ensure the safety of the pupils, staff and artist.
Bringing equipment and materials into the classroom	Artist, staff, pupils	H	All artist equipment and materials will be cleaned thoroughly where possible, any that can't will be quarantined for 72 hours before reuse. Equipment will only be shared within controlled groups	The artist will liaise with staff to ensure equipment and materials are used safely and in a controlled manner
Not maintaining social distancing	Artist, staff, pupils	H	The artist will be alert to	The artist will liaise with staff to

			distancing measures during the session. The artist will adhere to the schools distancing policies and avoid close contact or physical contact with all pupils and staff	ensure full prior knowledge of the distancing precautions
Covid symptomatic Artist, staff, pupils	Artist staff, pupils	H	The artist will re schedule sessions when appropriate, if the artist, member of staff or pupils become covid symptomatic prior to a visit	The artist liaise with the school and keep up to date understanding of the situation
Scissor use - cuts	pupils	L	The pupils will use school approved scissors as needed.	The artist will ensure that any hazardous cutting will be done offsite or onsite by the artist
Use of staplers - injury, puncture	Artist, staff, pupils	L	Access will be controlled, pupils will be directed on the correct use of the equipment.	The school staff and the artist will ensure appropriate and supervised use of staplers
Large flag support canes – eye injury, injury	Artist, staff, pupils	M	Canes will be pre cut and ready for assembly. Flag assembly will be supervised and directed	The school staff and the artist will ensure appropriate and supervised use of the canes
Use of permanent markers - intoxication	Artist, staff, pupils	L	Access will be controlled and the site ventilated, pupils will be directed on the correct use of the equipment.	The school staff and the artist will ensure appropriate and supervised use of the markers

Personal Protective Equipment Needed:	Possibly face mask and gloves, follow school policy
Provided By:	tbc
Level of First Aid Provision Needed:	Basic school provision
First Aiders:	
Nearest 24 hour Hospital and/or Doctor:	School to hold information