

Smarty Arty. COVID-19 (Coronavirus) Club Risk Assessment

School :	Shottermill Junior School. Haslemere	Group:	Year 6	Location:	Art Room	Assessor:	Olivia Harmer	Date:	March 2020
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HAZARD: DIRECT OR INDIRECT TRANSMISSION OF THE COVID-19 VIRUS

LOCATION	ELEMENT	RISK OF TRANSMISSION BY	RISK TO	CONTROL MEASURES
Art Room	Arrival	Lack of social distancing	Club Leader and children	Children on entering art room are asked to put book bags, coats and water bottles in individual places. Children to sit at art tables with social distancing while register and instructions are given.
Art Room	Session	Contamination	Club Leader and children	Hand sanitiser used at start/end of session and tables and table coverings sanitised at the start and end of sessions. Door handles sanitised at start/end of session.
Toilets - next to kitchenette	Session	Lack of social distancing	Club Leader and children	Children will go to toilet individually and reminded to wash hands thoroughly. Hand sanitiser to be used on return. Children reminded not to use toilets by dance studio.
School	Session	Child with COVID-19 symptoms	Club Leader and children	Children MUST NOT attend club if symptoms are exhibited at school. If symptoms are exhibited during session Head Teacher to be informed immediately and parents to be contacted for urgent collection. The child in question will be asked to sit in Head's office away from others. All art materials removed from working area and area sanitised. Head's office to be sanitised once child has been collected. Parents of other children attending sessions will be informed on collection of their child and email sent out ASAP after end of session.
Art Room	Session	Equipment contamination	Club Leader and children	Equipment sprayed with sanitiser before and after use and left between sessions for 72 hours.

Art Room	Session	Distribution of art supplies	Club Leader and children	Club leader will have already placed equipment out on tables.
Art Room	Session	Sharing of art supplies	Club Leader and children	Children will have their own named packs with basic drawing equipment and named sketched books to be used during sessions. Other art materials used within each session will only be used within the group and enough equipment will be made available so children do not share equipment.
Art Room	Session	Mixing of groups	Club Leader and children	While COVID-19 safety measures are in place, club is only open to Year 6 so there is no mixing of school bubbles.
Art Room	Departure	Contact with parents	Club Leader and children	Children will be asked to line up by art room doors and will leave with their parent or guardian. Parents will wait in playground and children will be sent out to them. Parents will be reminded to observe social distancing when waiting to collect.

APPROVED BY Shottermill Junior School. Haslemere	Name, Role and Date:	
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