

## Risk assessment template

Department: Art & Design

Assessment carried out by: J Binmore

Date of next review: January 2021

Date assessment was carried out: 20/10/20

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>Sharing equipment</b>	Students	Keeping equipment in Year group bubbles. Sanitizing equipment when moved to another bubble. Students sanitising hands on entry	Where possible leave equipment untouched for 72 hours before transferring to a different bubble.	Teacher in charge/ Technician	ongoing	
<b>Marking books</b>	Students/ Teacher	Students are required to keep their sketchbooks with them and not to submit them for assessment. Assessment will be	Investigate submitting good quality images of work digitally for summative assessment Collect in books for formal assessment but leave in	Teacher in charge	Ongoing	

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		done via visualizer, where feedback is verbal	quarantine for 72 hours prior to marking			
<b>Contact with equipment and resources used in the lesson</b>	Teacher in charge	Storage of basic equipment and resources stored in Year group bubbles to avoid cross contamination. KS3 students to only have paint in one Year group before quarantining and then sharing in a different bubble	Students to wipe down equipment and resources with sanitizing wipes before handing them back	Teacher in charge students	Ongoing	
<b>Contact with surfaces</b>	Teacher and students	Students zoned in Year group bubbles. Regular wiping of tables and workstations with sanitizer	Students could be asked to wipe down their own work space at the end of the lesson	Teacher Students	Ongoing	

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<b>Proximity to students within the classroom</b>	Teacher	All desks facing forward in rows placed at least 2m away from students	Teacher to remain a minimum of 2m distance from students within the classroom Use of a face shield where this is not possible	Teacher	Ongoing	
<b>Cleaning equipment used</b>	Students through proximity to others	Palettes/ water/ paints and brushes will be removed by the teacher in charge to be cleaned properly and sanitized before transferring use to another Year group bubble	Use minimal equipment, limit choice for students	Teacher in charge	Ongoing	
<b>Aprons being shared between students</b>	Students	Remove aprons	Inform students they may wish to bring an old shirt to cover their uniform	Teacher in charge	01/09/20	X

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

