



Wizard Stories – School Visit Risk Assessment Record Form (COVID-19)

Assessment carried out by:

Date:

Description of Task/Activity:

| What are the Hazards? | What are you already doing? List the control measures already in place | Risk Rating: H, M, L? |
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| <p>The spreading of COVID-19 Not being able to trace the source.</p> | <p>Ensure that Wizard Stories provide the school office with all the relevant Track & Trace details. Phil Keating will ensure that he will send names and address to the school (via e-mail) before the visit. On the day of the visit he will once again provide the office with his Track & Trace details.</p> | <p>Low Risk</p> |
| <p>The spreading of COVID-19 Not being aware of the safeguards and procedures that the school has in place.</p> | <p>Before the visit Wizard Stories will contact the school, asking for a copy of their COVID-19 Guidance for Visitors and read it prior to the visit. On the day of the visit, he will once again make himself aware of all the COVID-19 safeguards and procedures. Also introduce himself to the safeguarding lead or person responsible for COVID19 procedures</p> | <p>Low Risk School to send copy of their COVID-19 Guidance for Visitors prior to visit.</p> |
| <p>The spreading of COVID-19 Passing on airborne particles.</p> | <p>A mask will be worn around the school, if this is what the school requires. However, it would not be practical to wear a mask/face covering during performances or teaching sessions.</p> | <p>Low Risk</p> |
| <p>The spreading of COVID-19 Social distancing</p> | <p>The social distancing in line with Government and school recommendations. This will be adhered to at all times.</p> | <p>Low Risk</p> |

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| <p>The spreading of COVID-19 Single Copy Sheets</p> | <p>Any reading materials etc. or pupil recording sheets will be printed on single use paper.</p> <p>Wizard Stories to send all copies of workshop materials to the school a week before the visit.</p> | <p>Low Risk School Reprographics</p> |
| <p>The spreading of COVID-19 Single use of costumes.</p> | <p>Sometimes a workshop is enhanced by the wearing of props/costumes. If the school permits, the costumes (made from cloth/material) are worn once. After each workshop, they are sanitised and entered into 48 hours quarantine, before being used again.</p> | <p>Low Risk</p> |
| <p>The spreading of COVID-19 Social distancing for performances.</p> | <p>Assembly gatherings are permitted, only with full consent of the school. The children need to adhere to the school's social distancing procedure. If children volunteer to come to the front of the room, in order to recite a poem.</p> <p>They will use hand sanitiser and read from single a use copy of the poem. Whilst at the front of the room, they will adhere to the social distancing guidelines</p> | <p>Low Risk School's COVID-19 Guidance for Visitors</p> |
| <p>The spreading of COVID-19 Visitor feeling unwell</p> | <p>If Wizard Stories staff feels unwell at any time during the visit, they will report to the school office and the workshop will be stopped forthwith. If this is the case the school will be reimbursed for the necessary time cancelled, or another visit can be arranged.</p> | |

Staff Declaration:

I have read the attached *** Risk Assessment Record Form (COVID-19) and I agree to adhere to the guidelines stated within the document.**

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|---------------------------|-------------------|
| Name – PRINT NAME: | Signature: |
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Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. This COVID-19 assessment is on-going and will be adapted for each establishment visited.