

## **Risk Assessment for Location Recordings in Schools**

**Updated 2 November 2020**

### **Introduction**

This risk assessment is written for Mr Jules Addison (JA) attending schools to carry out mobile recording services. The information below is not exhaustive. We will also follow and comply with any restrictions or policies which are in place at each school visited.

### **Hazard - Getting or Spreading coronavirus by not washing hands or not washing them adequately**

Who might be harmed?

Staff  
Pupils  
Contractors / Visitors

Action taken

JA to wash hands thoroughly before leaving home  
JA to sanitise hands before disembarking from vehicle to unload  
JA to sanitise hands once equipment is set up in school  
Hand sanitisation will continue regularly throughout the day.

Further Action

JA will carry a supply of Hand Sanitiser at all times when on site this will be replenished daily.  
Where possible JA will wash hands using a school facility if permitted by school.

### **Hazard - Getting or Spreading coronavirus by not cleaning surfaces, equipment and workstations**

Who might be harmed?

Staff  
Pupils  
Contractors / Visitors

Action taken

All recording equipment and packaging cases are cleaned using anti bacterial spray and other suitable cleaning fluids prior to being loaded into the vehicle for a recording.  
Vehicle interiors are valeted daily including use of anti bacterial spray to ensure cleanliness.  
Recording equipment is then sprayed again and cleaned at the end of a recording session before being reloaded back into the vehicle.

Sound engineer will supply all equipment needed for the recording including a table and chair. These will have all been cleaned as detailed above.

### **Hazard - Getting or spreading coronavirus through workers travelling or working together**

#### Who might be harmed?

Staff  
Pupils  
Contractors / Visitors

#### Action taken

All recordings are undertaken solely by JA. No third parties or other staff will attend the recording sessions until further notice.  
JA will travel alone to all recording sessions until further notice.

### **Hazard - Contracting or Spreading the virus by not social distancing**

#### Who might be harmed?

Staff  
Pupils  
Contractors / Visitors

#### Action taken

JA will arrive on site by 07.30 in order to set up recording equipment in the school hall prior to the majority of pupils and staff arriving.  
In the event breakfast club is occurring in the hall, setup will either be delayed or will take place at the opposite end of the hall.  
The microphones will be set up along one wall in the school hall with an engineering desk in the corner.  
The desk will be at least 3 metres or more away from any other person involved in the recording session.  
Once equipment is set up JA will remain at the engineering desk for the duration of the recording session unless requested to move by a member of staff or in the event of an emergency.  
In the event of the recording being paused during school lunch, where possible JA will leave site or return to the vehicle to eat lunch alone.

### **Hazard - Contracting or Spreading the virus by not making proper use of PPE**

#### Who might be harmed?

Staff  
Pupils  
Contractors / Visitors

#### Action taken

JA will carry a supply of new and unused masks.

Upon arrival JA will put on a clean and unused mask before exiting the vehicle. This will remain on for the duration of the recording session unless directed otherwise by a senior member of staff within the school.