



Covid Risk Assessment: ArtisOn Art and Craft Workshops

Assessment agreed and signed for by: Sue Palin

Position Director

Date: 13/08/2021

What are hazards are present?	Persons at Risk	Existing controls to either eliminate or reduce the risk of an accident happening	Any additional measures required and if so when and by whom and when will they be done?	Risk rating after control measure
<p>Getting or spreading coronavirus by not washing hands or not washing them adequately</p>	<p>Staff Customers Tutors and Contractors Visitors</p>	<p>Everyone entering/leaving the building must sanitise their hands immediately as they enter and when they leave.</p> <p>Sanitise stations will be provided at both external doors and in the doorway of every room and outside and inside the toilets.</p> <p>Staff to wash and sanitise their hands regularly and throughout the day with soap and water for at least 20 seconds and dry with a disposable paper hand towel. The paper towel to be disposed of in the covered general waste bin.</p> <p>Sinks, hot water and antibacterial handwash is available in both studios, kitchen area and toilets.</p> <p>Information is provided on how to wash hands properly and posters displayed by all sink areas.</p> <p>Avoid touching your face at all times and catch any coughs and sneezes and dispose of paper tissues quickly and wash / sanitise hands after.</p> <p>If items are handled or touched by customers or members of the public hands must be washed or sanitised before and after touching.</p> <p>Disposable gloves are available, but hands should be washed before and after using gloves and disposed of in covered waste bins.</p>	<p>Signs and poster reminding re sanitising / hand washing at point of entry/exit and in all rooms.</p> <p>If people can't wash hands, provide information about how and when to use hand sanitiser</p> <p>Sanitising bottles checked twice daily by manager to ensure there is sufficient supplies.</p>	

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<p>Getting or spreading coronavirus in common use / high traffic areas such as kitchen area, café areas, around sinks, corridors and, toilet.</p>	<p>Staff Customers Visitors Tutors and Contractors</p>	<p>Only staff allowed in the kitchen area and a maximum of 2 members of staff at any one time.</p> <p>Only one person allowed in the toilet waiting area at any one time.</p> <p>Use new external boardwalk to reduce movement of people inside through the building.</p> <p>Touch points (door handles, light switches, handrails) will be cleaned regularly with appropriate hand sanitising spray and paper towels and disposed of in covered waste bins.</p> <p>Crockery and cutlery should not be shared or handled. Drinks will be made and served by staff to avoid customers touching mugs, coffee pots etc</p> <p>There will be no shared condiments, individual sachets of sugar etc will be made available.</p> <p>The air removal system will be operational at all times to ensure good ventilation and change the air in all rooms.</p> <p>The number of people in each studio and café area will be monitored to ensure a safe distance is possible.</p> <p>Breaks will be staggered to allow social distancing and maximum room numbers.</p> <p>Café area will be reorganised and tables spaced allow for social distancing.</p>	<p>Floor markings and one-way signage.</p> <p>Posters displayed throughout the building.</p> <p>Manager to monitor hygiene procedures and controls put in place to ensure they are being followed.</p>	

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		<p>Studio / teaching areas will be spaced to allow for social distancing.</p> <p>Perspex barriers will be put in place in the kitchen hatch. Perspex screens will separate each workspace and form a safe screen between people.</p> <p>Tutors to avoid touching student work if possible and to talk students through corrective action but if this is not possible tutors will wash their hands before and after.</p> <p>Non fire doors will be left open to reduce the amount of contact with doors and potentially improve workplace ventilation.</p> <p>Large screens will be made available, and demonstrations will be streamed to enable attendees to see from a distance without compromising social distancing measures.</p> <p>Signs put up to remind people to wash and sanitise hands and not touch their faces.</p>		

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<p>Getting or spreading coronavirus by not cleaning surfaces, equipment, and tools.</p>	<p>Staff Customers Visitors Tutors and Contractors</p>	<p>Touch points (door handles, light switches, handrails and equipment) will be cleaned regularly with appropriate hand sanitising spray and paper towels and disposed of in covered waste bins.</p> <p>Where possible equipment / tools used in workshops will be provided for each individual person. Where is it not possible and has to be shared or touched by multiple people it will be cleaned before and after each use and hands should be washed or sanitised before touching or handing on.</p> <p>Plastic / Perspex screens will be cleaned after each student either using wipes, spray or by steam cleaning.</p> <p>Surfaces will be kept clear where possible to aid cleaning.</p> <p>Contactless payment used and electronic feedback forms to avoid sharing / swapping paper and pens.</p>	<p>Put in place monitoring and supervision to make sure people are following controls, i.e., are implementing the cleaning regimes implemented</p> <p>Provide information telling people who needs to clean and when</p> <p>Provide instruction and training to people who need to clean including information on the products they need to use and areas to clean.</p>	

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Mental health and wellbeing affected through isolation or anxiety about coronavirus	Staff	<p>Health and Safety Executive guidance on stress and mental health will be followed.</p> <p>Talk openly with staff about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through</p> <p>Involve staff in completing risk assessments so they can help identify potential problems and identify solutions</p> <p>Keep staff updated on what is happening so they feel involved and reassured</p> <p>Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours</p>	Share information and advice with workers about mental health and wellbeing	

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Contracting or spreading the virus by not social distancing	Staff Customers Tutors and Contractors Visitors	<p>Those areas where greater proximity is hard to avoid such as around sinks, will be identified to make people more aware. Wherever possible, tables will be organised to avoid face-to-face unless there is mitigation in place i.e., Perspex screens.</p> <p>In general, people should be advised to continue to respect each other’s space and encouraged to speak up if they feel uncomfortable. The following measures will continue to be in place:</p> <ul style="list-style-type: none"> • Marker tape on the floor to identify proximity areas • Numbers on site will continue to be limited • Work areas will be reorganised to allow safer working • More frequent hand washing will be encouraged. • Lunch & breaks will be staggered • During breaks people will be encouraged to spread out inside or go outside weather permitting • Face coverings will be worn by staff at all times • Face coverings will continue to be encouraged for everyone whilst moving around and especially when in proximity to others – looking at work or helping etc. 	<p>All attendees on workshops will be sent pre information regarding rules and arrangements and will be advised that they need to wear masks or visors. Masks will be provided by ArtisOn.</p> <p>Information, instruction, and training to tutors to understand what they need to do. Individual art/craft session risk assessments will be done to look at covid security and if necessary additional equipment to avoid sharing will be made available.</p> <p>Signs will be displayed throughout the building advising what people need to do to maintain social distancing</p>	

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<p>Staff or customers that are unwell or become unwell on site at ArtisOn.</p>	<p>Staff Customers Tutors and Contactors</p>	<p>Anyone showing symptoms should not attend and will be advised not to attend work or workshops and stay at home and self-isolate following government guidelines.</p> <p>Anyone living with someone who is displaying symptoms will be advised not to attend and stay at home.</p> <p>Anyone with symptoms who turns up for work or to attend a workshop at ArtisOn will be sent home immediately.</p> <p>If there is an emergency 999 should be called, do not visit the GP, pharmacy or hospital.</p> <p>All surfaces that the person came into contact with will be cleaned and disinfected.</p> <p>Cleaning staff must wear appropriate PPE and use disposable cloths or paper roll and waste from these areas and PPE should be double bagged and tied up and left in a secure area for 72hrs before disposing in general waste.</p>	<p>Use government guidelines for decontamination in a non-healthcare setting.</p>	