

Risk assessment – will be updated as it is checked that further action tasks have been done

Company name: Sew in Brighton

Assessment carried out by: Jo Bunner

Date of next review: 12/06/2021

Date assessment was carried out: 08/01/2021

NOTE: The following Covid-19 risk assessment is based on Government guidelines for Tier 3 or lower restrictions, with the assumption that the Sewing Lounge is open to students. Current (at the time of writing) lockdown strictures do not allow for the Sewing Lounge to be open to students, and so it is recommended that a review of risk and recommendations is made on 12/04/2021 or when the current lockdown lifts; whichever is the sooner. This risk assessment will need to be reviewed regularly to ensure it conforms to most up-to-date guidance.

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
Contracting or spreading coronavirus by not washing hands or not washing them adequately	Teachers	- Provision of hand sanitisers on each table in Sewing Lounge	- Put up posters in Sewing Lounge to encourage hand sanitiser use	Kat Neeser	12/04/2021	done
	Students By touching face after touching surface contaminated by Coronavirus	- All students must use hand sanitisers directly before entry into Sewing Lounge (name of classroom). Sanitising station with gel and poster is outside classroom door for all classes - Soap, water and drying facilities in toilets - Information on correct way to wash hands in toilets	- Teachers and owner of business to monitor hand sanitisers and ensure regularly topped up. - Hand sanitiser stock level maintained	All teachers and Kat Neeser Kat Neeser	Ongoing Ongoing	
Contracting or spreading coronavirus in common use, high traffic areas, e.g. kitchen, corridors, entry/exit points, toilets	Teachers	- Kitchen area of building out of bounds to students	- Put up posters in Sewing Lounge to remind teachers and students to use hand sanitisers. 'Hands. Face. Space'	Kat Neeser	12/04/2021	Done
	Students by inhaling droplets/virus particles or By touching face after	- No drink-making facilities available in Sewing Lounge - Management company responsible for cleaning and sanitising communal areas in building. This has been increased since March 2020	- Teachers asked to monitor hand sanitisers and ensure regularly topped up. Owner Kat	Kat Neeser	12/04/21	Done

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	touching surface contaminated by Coronavirus	<ul style="list-style-type: none"> - Asking all students and teachers to use hand sanitisers on entry to Sewing Lounge - Ensuring students remain at their own table during session to minimise movement and maintain 2m distancing rule. - Teacher to get equipment for students to minimise movement. - All used equipment, touch points and surfaces sanitised at end of every session. - Encouraging students and teachers to bring and use their own equipment, including drinks 	<ul style="list-style-type: none"> will check on weekly visits and replace any running low - Hand sanitiser stock level maintained 	Kat Neeser	12/04/2021	Done/ongoing
Contracting or spreading coronavirus by not cleaning surfaces and equipment	Teachers	- All surfaces and equipment sprayed with anti-viral spray at the end of each session	- Provide a checklist of surfaces and equipment that must be cleaned at the end of each session	Kat Neeser	12/04/2021	Done see below**
	Students	- Encouraging teachers and students to bring and use their own equipment	- Ensuring managing company cleaners only come when Sewing Lounge not in use. Create a doc with list of days the classroom will be occupied at 6.30-7.30pm, for cleaners, to place on office door	Kat Neeser/Nikki Valledy	12/04/2021	Done – poster by door
	By touching face after touching surface contaminated by Coronavirus	- Discouraging sharing of tables and equipment	- Ask teachers to ensure cleaning equipment regularly topped up.	Kat Neeser	12/04/2021	Done
		- Keeping Sewing Lounge door open to avoid touching it	- Cleaning equipment stock level maintained	Kat Neeser	12/04/2021	Done/ongoing

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Spreading Coronavirus by not wearing face covering	Teachers Students by inhaling droplets/virus particles	<ul style="list-style-type: none"> - Face masks or face coverings to be worn by teachers and students for duration of class and at all times during the building - This is listed as a requirement on the booking form and on our Covid Measures page on the website - If a student is exempt from wearing a face covering for medical reasons they should show the teacher their exemption proof on entry and sit at table 2 which is facing away from the rest of the room 	none	na	done	done
Poor ventilation leading to increased risk of coronavirus spreading	Teachers Students by inhaling droplets/virus particles	<ul style="list-style-type: none"> - Keeping windows open during session and between sessions whilst cleaning up. - Keeping entry door open during session 	Tell teachers to do this	Kat & Nikki	12.4.21	done
Spreading coronavirus by attending session whilst experiencing symptoms	Teachers Students by inhaling droplets/virus particles	<p>- All students complete a declaration of 'non-symptoms' at time of booking (as per https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/#symptoms):</p> <ol style="list-style-type: none"> 1. I have not had cough, fever, loss of taste in the past 14 days 2. I have not returned from abroad in last 14 days 3. I have not been in contact with/do not live with anyone with Covid-19 or with similar symptoms 4. I'm happy to bring a face covering & wear it for the duration of the class 5. I have read & I accept your measures on social distancing, bringing my own sewing tools & refreshments, classroom set up & sanitiser 	<p>- Send a reminder email to all students the day before a session that they should not attend if experiencing any of the symptoms (https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/#symptoms)</p>	Kat Neeser/Nikki Valledy	12/04/2021	Done – added to 3-day before reminders

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		<p>laid out on www.sewinbrighton.co.uk/covidmeasures.html + I will not come to class if experiencing Covid type symptoms, or if I've been in close contact with someone who has symptoms (listed below). I understand I can't reschedule/refund unless someone books my space, but I can attend FREE in future when there's space on day</p> <p>- All teachers to monitor own health and not attend if experiencing any that appear on (https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/#symptoms) Teachers have access to other teachers contact details to request class cover in the case of being unable to attend due to Covid symptoms</p>	<p>Teachers reminded to do this</p>			<p>done</p>

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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** list of surfaces and how to clean:

- sewing machines (light alc spray or spray Dettol anti-bac onto cloth and wipe)
- irons (light alc. spray or spray Dettol anti-bac onto cloth and wipe)
- tables (Dettol anti-bac onto blue roll or scrap of fabric and wipe, then throw tissue/scrap in bin)
- tools used (Milton mix or alcohol spray - group them on table, do as soon as class finished then leave to dry, put away before you leave)
- draw handles (Milton mix, dettol anti-bac spray or alcohol spray)
- handles of boxes of fabric (Milton mix, dettol anti-bac spray or alcohol spray)
- window handles (Milton mix, dettol anti-bac spray or alcohol spray)
- door handle (Milton mix, dettol anti-bac spray or alcohol spray)

- lightswitch (Dettol anti-bac onto cloth and wipe)
 - computer keyboard, mouse and power button (alcohol onto fabric scrap or blue roll and wipe down, then throw tissue/scrap in bin)
 - vacuum handle (Milton mix, dettol anti-bac spray or alcohol spray)
 - outside of alcohol sprays and antibac bottles (Milton mix, dettol anti-bac spray or alcohol spray)
- Milton spray - needs to sit on the surface for 15 mins to disinfect, so don't wipe it off