

## Risk assessment for October Workshops

Company name: Judith Brown Jewellery

Assessment carried out by: Judith Brown

Date of next review: 1/11/20 or at next change of government guidelines

Date assessment was carried out: 25/09/2020

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
<p><b>Spread of Coronavirus</b></p>	<ul style="list-style-type: none"> <li>• Workshop participants</li> <li>• Tutor</li> <li>• Others using the building, i.e. Spout staff and customers</li> </ul>	<p><u>Handwashing</u></p> <ul style="list-style-type: none"> <li>• Washing facilities available in bathroom, with paper towels for handrying.</li> <li>• Santising gel on entrance to building, on toilet door</li> <li>• Sanitiser</li> </ul>	<ul style="list-style-type: none"> <li>• Inform participants of the measures in place before the workshop</li> <li>• On the day of the workshop remind them of measures in place and to use the sanitiser before touching shared tools.</li> </ul>	<p>JB</p> <p>JB</p>	<p>2 weeks/10 days before the workshops</p> <p>On the day of the workshop</p>	

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		<p>provided on each participants work space</p> <ul style="list-style-type: none"> <li>• Sanitiser next to shared tools/material</li> <li>• when preparing for the workshop Judith will regularly wash/sanitise hands</li> </ul>				
<p><b>Spread of Coronavirus</b></p>	<ul style="list-style-type: none"> <li>• Workshop participants</li> <li>• Tutor</li> <li>• Others using the building,</li> </ul>	<p><b><u>Cleaning</u></b></p> <ul style="list-style-type: none"> <li>• The workshop room and work areas</li> </ul>	<ul style="list-style-type: none"> <li>• Clean the workshop before each set u.</li> <li>• Participants to clean their equipment and area at the end of the session with</li> </ul>	<p>JB  Participants</p>	<p>On set up day  At the end of the session</p>	

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	<p>i.e. Spout staff and customers</p>	<p>will be cleaned before and after use. Including works surfaces.</p> <ul style="list-style-type: none"> <li>Communal areas of the building such as toilets and the cafe through which the workshop is accessed are cleaned by Spout staff</li> </ul>	<p>sanitising wipes provided</p> <ul style="list-style-type: none"> <li>Participants can also clean their equipment on their desks before they use it if the wish – wipes provided.</li> </ul>	<p>Participants</p>	<p>At the start of the session</p>	
<p><b>Spread of Coronavirus</b></p>	<ul style="list-style-type: none"> <li>Workshop participants</li> <li>Tutor</li> <li>Others using the</li> </ul>	<p><b><u>Social Distancing</u></b></p> <ul style="list-style-type: none"> <li>Limited to maximum 6 participants</li> </ul>	<ul style="list-style-type: none"> <li>Inform participants of measures in place</li> <li>Remind them to bring face coverings</li> <li>Provide face shields</li> </ul>	<p>JB JB JB</p>	<p>2 weeks/10 days before the workshops On the day.</p>	

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	<p>building, i.e. Spout staff and customers</p>	<ul style="list-style-type: none"> <li>• Tables placed 2metres apart</li> <li>• Tables divided by sneeze guards</li> <li>• Most materials and tools placed the participants space ready to use – less need to move around</li> <li>• As per government guidelines face coverings will be worn.</li> <li>• The room</li> </ul>	<p>as a further option for participants</p> <ul style="list-style-type: none"> <li>• Remind participants of these measures on the day</li> </ul>	<p>JB</p>		

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		<p>should be well ventilated with windows and doors open to allow air flow.</p>				
<p><b>Spread of Coronavirus</b></p>	<ul style="list-style-type: none"> <li>• Workshop participants</li> <li>• Tutor</li> <li>• Others using the building, i.e. Spout staff and customers</li> </ul>	<p><b><u>Somebody shows symptoms of Coronavirus</u></b></p> <ul style="list-style-type: none"> <li>• Nobody showing symptoms will attend</li> <li>• If this occurs after the workshop Contact details will be available for Test and Trace.</li> </ul>	<p>Remind participants of this condition prior to the workshop</p> <p>Collect details before the workshop</p>	<p>JB</p> <p>JB</p> <p>JB</p>	<p>2 weeks/10 days before the workshops and the day before.</p>	

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<p><b>Spread of Coronavirus</b></p>	<ul style="list-style-type: none"> <li>• Workshop participants</li> <li>• Tutor</li> <li>• Others using the building, i.e. Spout staff and customers</li> </ul>	<p><b><u>Shared tools and materials</u></b></p> <ul style="list-style-type: none"> <li>• As much as possible of the materials and tools will be divided up prior to the workshop and placed ready to be used in each works space.</li> <li>• A small number of tools will be shared. These will need to be</li> </ul>	<p>Inform the participant of these measures before the workshop and on the day itself</p>	<p>JB</p>	<p>2 weeks/10 day before</p> <p>On the day</p>	

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		<p>wiped and dried by participants before use.</p> <ul style="list-style-type: none"> <li>• Some materials that participants can select will be laid out on a table so participants need only touch what they wish to select. Sanitiser will be used before selection.</li> </ul>				

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

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