COVID RISK ASSESSMENT

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| **What are the hazards?** | **Who might be harmed and how?** | **Controls** | **What further action do you need to consider to control the risks?** | **Who needs to carry out the action?** | **When is the action needed by?** |
| Getting or spreading coronavirus by not washing hands or not washing them adequately | Trainers, Trainees, Volunteers and Visitors | Water, soap and drying facilities at wash stations to be provided | Monitoring and supervision will take place to ensure people adhere to the controls | Trainers and Volunteers | On-going, throughout the event |
|  |  | Provide information on how to wash hands properly and display posters | Information about where and when hand washing should take place to be provided on arrival at event. | Trainer and/or owner of event location and provider of facilities | On Trainers arrival at event location |
|  |  | Hand sanitiser to be made available for the occasions when people can't wash their hands | Signs to remind people to wash their hands and follow other guidelines will be on display | Trainer and/or owner of event location and provider of facilities | On Trainers arrival at event location |
|  |  |  | If people can't wash hands we will provide information about how and when to use hand sanitser | Trainers | On Trainers arrival at event location |
|  |  |  | We will bring fresh hand washing/sanitising facilities with us to each event | Trainers | On Trainers arrival at event location |
|  |  |  | Make sure people are checking their skin for dryness and cracking and tell them to report to a Trainer if there is a problem | Trainers, Trainees, Volunteers and Visitors | On-going, throughout the event |
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| Getting or spreading coronavirus in common use high traffic areas such as indoor and outdoor kitchen areas, toilet facilities, entry/exit points to facilities, or other communal areas if the event is to be held inside a building | Trainers, Trainees, Volunteers and Visitors | Limit the number of people using toilet facilities at any one time | Signs to be displayed at toilet facilities to indicate limitations. | Trainer or owner of event location and provider of facilities | In advance of event |
|  |  | People waiting to enter toilet facilities are to abide by social distancing regulations | Signs to be displayed on entrance to toilet facilities to remind people to social distance when waiting to sue the facilities | Trainer or owner of event location and provider of facilities | In advance of event |
|  |  | One way systems in place at all indoor locations used for events | Arrows on the floor to indicate direction of one way system | Trainer and/or owner of event location and provider of facilities | During set up of the event |
|  |  | Government guidelines suggest that a maximum number of people allowed to meet at the location area specified for use for the event is 30 in total, however, we tend to run smaller group sizes with a ratio of 1 Trainer to between 5 and 12 Trainees depending on the event activity being undertaken. Some locations that are used to run our workshops are restricted to a lower total number of people and we will abide by these restrictions and any other location specific procedures that are in place. | An individual is restricted via our Ticketing system to purchasing a group ticket for up to 6 people in total. | Booking system administrator | In advance of event |
|  |  | The larger group will be divided into sub-groups of a maximum of 6 people (not including the trainer) from either the same or different households. This is subject to the space available to ensure social distancing can be maintained at all times. |  |  |  |
|  |  | Government social distancing guidelines are in place. We operate a minimum of two metres distancing between individuals; this is increased for safety measures when working with long materials such as Hazel and Willow. | Physical barriers such as tables and benches and seating layouts to be used when suitable to ensure social distancing is met and to reduce the risk of people moving around the site when not necessary. | Trainer and Volunteers | In advance of the event |
|  |  | For indoor events everyone is to wear a face mask at all time, this is optional for outdoor events. |  |  |  |
|  |  | Trainers and volunteers will wear face visors or masks when working within a 1 metre proximity of others in situations where two metre social distancing is difficult to maintain. |  |  |  |
|  |  | Contact details will be obtained at the event if not already provided previously for track and trace purposes. | Check in using the TicketTailor check in app to confirm attendance and receipt of contact information. If information has not been provided in advance create a written record of contact details. | Trainer | On each individuals arrival at event location |
|  |  | Procedure to ensure risk of someone having CORONA 19 is determined following booking and in advance of attending event. | Email notification will be sent 72 hours priory to the commencement of the event to provide further updates and to ask people to make contact if they have been asked to isolate, are already in isolation, have been tested positive for COVID 19 or are showing symptoms. If individuals can answer yes to any of these questions they will be informed not to attend the event. | Booking system administrator | People are notified at time of booking and also 72 hours prior to event start |
|  |  | Ongoing monitoring of controls | Monitoring and supervision will take place to ensure people adhere to the controls | Trainer and volunteers | On-going, throughout and following the event |
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| **Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations** | Trainers, Trainees, Volunteers and Visitors | We aim to avoid sharing of tools and equipment where possible by allocating trainees with dedicated tools and equipment or asking them to bring in their own. | Notification is sent prior to attending the event informing people what they should bring with them. | Booking system administrator | At time of booking and also 72 hours prior to event start |
|  |  | When tools and equipment are shared we will ensure these are cleaned using anti-bacterial wipes before and after each use. Users will be instructed to also sanitise their hands before and after use too. We will also ensure a "drop zone" is allocated for the shared tools and equipment. | People are informed on arrival the location of the drop-zone for tools and how to properly clean tools before and after use. | Trainer | On-going, throughout the event |
|  |  | Each person is to bring their own mugs/cups to an event if refreshments are required. The Trainer or Volunteers will use disposable safety gloves when handling mugs/cups, kettles, teaspoons, milk cartons etc. | Advance notice for people to bring in their own mugs/cups is provided via email. | Trainer | At time of booking and also 72 hours prior to event start |
|  |  | All work surfaces are cleaned with water and detergent beforehand after each use. |  |  |  |
|  |  | Safety glasses and any other safety equipment used will be cleaned before and after use with anti-bacterial wipes or water and detergent. |  |  |  |
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| Getting or spreading coronavirus by not having up to date information about individuals health status in regards to COVID 19. | Trainers, Trainees, Volunteers and Visitors | Up to 72 hours before arrival everyone attending an event will be asked to review the standard COVID 19 list of questions as advised by the government. If an individual answers yes to any of these questions we will refuse attendance to our activities. | Create an automated email communication containing standard questions to be sent to people 72 hours prior to the event start time and ensure responses are received and acted upon. | Booking administrator | People are notified at time of booking and also 72 hours prior to event start |
|  | Trainers, Trainees, Volunteers and Visitors | Temperature checks to take place ensuring no one is allowed to participate in an event if their temperature is showing as high (37.8oC or above). | Everyone will have their temperature taken on arrival at the event. If a persons temperature is showing as high (37.8oC or above) we will carry out two further readings. If they are on average high (37.8oC or above), we will request they leave the vicinity of the event. If a person refuses to allow their temperature to be taken they will be requested to leave the vicinity of the event. | Trainer or Volunteer | On arrival at event location |