

Company name: Chapel Cottage Studio (CCS)

Assessment carried out by: Tirza Snook & Jantien Powell

Date assessment was carried out: 30/08/2021

What are the hazards?	Who might be harmed and how?	How to control the risk	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?
<b>Visitors introducing Covid 19 into CCS</b>	Staff, visitors	Reducing the risk of Coronavirus being present at CCS by requesting all visitors to test before attending and to get fully vaccinated. Inform all visitors that anyone who is symptomatic, has tested positive or is awaiting a test result or has been asked to self isolate must not enter CCS.	Regular awareness and signage for visitors.	TS JP	06/01/22
<b>Contracting or spreading coronavirus by not washing hands or not washing them properly</b>	Staff, visitors	<ul style="list-style-type: none"> <li>• Provide water, soap and paper towels, in washing facilities.</li> <li>• Provide reminders to cleanse hands frequently and where to do this.</li> <li>• Provide hand sanitisers for use between washing hands.</li> </ul>	<p>Place signage to remind students to wash / sanitise hands frequently and to show them where to do this at CCS.</p> <p>To ensure that hand wash and sanitisers are replenished frequently.</p>	TS JP	06/01/22
<b>Contracting or spreading coronavirus in high traffic areas.</b>	Staff, visitors	<p>Identify:</p> <ul style="list-style-type: none"> <li>• areas where people congregate (e.g kettles/sinks)</li> <li>• areas where there are pinch points that mean people can't meet the social distancing guidelines (e.g. office / corridor)</li> <li>• areas and equipment where people touch the same surfaces (eg. sinks, kettles and studio equipment)</li> </ul>	<p>Ensure staff monitor and enforce control measures put in place.</p> <p>Signage to encourage students to maintain social distancing where possible.</p>	TS JP	06/01/22

<p><b>Contracting or spreading coronavirus by not cleaning surfaces, equipment or work stations</b></p>	<p>Staff, visitors</p>	<p>Controls in place to reduce the risks.</p> <ul style="list-style-type: none"> <li>• limiting the number of people making tea/coffee using sinks at one time by staggering breaks</li> <li>• limit the amount of people moving around the studio during classes to avoid pinch points in corridors etc</li> <li>• encouraging students to stagger leaving times slightly to ensure that people are not congregating in corridors or queuing to leave.</li> <li>• leaving doors open and corridors clear to avoid unnecessary contact with door handles and allow as much room as possible for people to pass.</li> <li>• Encourage students not to share equipment and to place any cups/mugs used into dishwasher at the end of class to avoid any cross contamination. Any equipment borrowed should be sanitised using wipes/spray provided before being returned.</li> <li>• Ensure thorough cleaning of all communal surfaces (kettles, sinks, bathroom etc) between every class.</li> </ul> <p>Identify surfaces that are frequently touched and by many people (door handles, light switches, surfaces, bin lids, taps, kettles, cupboard doors, shared equipment.) Ensure these areas are cleaned regularly and thoroughly.</p> <p>Specify the frequency and level of cleaning and who should do it (at least after every class by staff – as well as one professional thorough clean of the Studio once a week – cleaner).</p>	<p>Signage to remind students not to share equipment and to sanitise all equipment that has been used before returning.</p> <p>Ensure cleaning sprays and wipes are available on all tables in CCS and that these are regularly checked and replenished.</p> <p>Provide signage reminding students to sanitise any shared equipment as well as work area at the end of each class.</p> <p>Make check list of frequently touched areas that are to be cleaned in between each class.</p>	<p>TS, JP</p>	<p>06/01/22</p>
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<p><b>Contracting or spreading the virus by not maintaining social distancing</b></p>	<p>Staff, visitors</p>	<p>Reduce as far as possible the need for people to move around the studio – encourage students to remain at their desks where possible and to avoid congregating in areas.</p> <p>Avoid sharing work equipment by allocating it on a personal basis and put cleaning regimes in place to clean between each user. Encouraging students not to share equipment – providing individual hair dryers, easels and drawing boards etc that are sanitised between each class.</p> <p>Identify where you can reduce people touching surfaces, for example by leaving doors open (front door, conservatory door) and providing contactless payment.</p> <p>Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects. Empty bins frequently.</p> <ul style="list-style-type: none"> <li>• Identify areas where in normal circumstances social distancing may not be possible e.g. when seated two per table.</li> <li>• Implementing risk mitigation strategies for these situations: i.e. face masks must be worn when inside the Studio</li> <li>• Ensuring that social distancing is carried out where ever possible – signage to remind visitors to the Studio to give each other space and to avoid congregating at communal areas.</li> <li>• Strict booking policy to ensure that no more than 7 students and 1 tutor are present in the Studio at a time to limit capacity to 8 people.</li> </ul>	<p>Provide signage encouraging students to limit movement around the studio where possible and to avoid congregation.</p> <p>Ensure that sprays and wipes are available for each student to sanitise equipment and work station.</p> <p>Ensure doors are left open during start and end of class to avoid students touching handles.</p> <p>Provide signage reminding students to wear masks / face coverings inside the Studio building.</p> <p>Signage to remind visitors to maintain social distancing where ever possible.</p> <p>Enforce booking policy to ensure no more than 8 people are in a class at a time.</p>	<p>TS, JP</p>	<p>06/01/22</p>
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<p><b>Poorly ventilated spaces leading to an increased risk of coronavirus spreading</b></p>	<p>Staff, visitors</p>	<p>Identify any poorly ventilated spaces and consider steps that can be taken to mitigate the risk of coronavirus spreading:</p> <ul style="list-style-type: none"> <li>• Ensuring that ventilation is increased by opening windows and doors throughout the building to increase air circulation.</li> <li>• Leaving at least 30 minutes between each group of students to allow the air to refresh through circulation.</li> </ul>	<p>Ensure windows and doors are open where ever possible to increase air circulation and ventilation.</p>	<p>TS, JP</p>	<p>06/01/22</p>
<p><b>Increased volume of potentially infected aerosol through shouting or raised voices</b></p>	<p>Staff, visitors</p>	<p>Identify any instances that may lead to shouting or raised voices : playing music or loud chatter that may lead to visitors having to shout or move their faces close together to communicate</p> <p>Mitigate this risk by ensuring that any music is played at a low volume and by ensuring that general chatter is kept to a low volume</p>	<p>Staff must ensure that noise levels in the studio are kept to a minimum to allow clear communication without the need for shouting or moving close to one another in order to hear.</p>	<p>TS, JP</p>	<p>06/01/22</p>
<p><b>Track and Trace requirements</b></p>	<p>Staff, visitors</p>	<p>Ability to inform the track and trace service of any attendees at CCS in the event of a visitor testing positive for the virus.</p> <p>Clear records of bookings and attendance for all classes will be kept including contact details for each student.</p>	<p>Ensure that up to date contact details for each student are recorded – email all students booked to attend and ask for any updated details to be forwarded.</p>	<p>TS</p>	<p>06/01/22</p>
<p><b>Cross contamination through food and drink utensils</b></p>	<p>Staff, visitors</p>	<p>Any food must be prepared wearing a face covering and must be kept covered until served.</p> <p>Food will be served in individual portions to avoid any cross contamination by touching knives/plates/tins etc.</p> <p>Visitors are permitted to use studio cutlery/crockery but it must not be shared and any used cutlery/crockery must</p>	<p>Signage to be put in place to remind students not to share any utensils/crockery and to place any used items into the dishwasher before they leave.</p> <p>Hand sanitiser to be made available next to tea/coffee making facilities as well as signage reminding students to</p>		

<p><b>Risk of contracting or spreading the virus due to visitors not following the control measures that have been put in place.</b></p>	<p>Staff, visitors</p>	<p>be placed into the dishwasher at the end of the class by the person who used it.</p> <p>Tea/Coffee making facilities are available but we encourage students to wash or sanitise their hands before and after using the facilities.</p> <p>Staff will sanitise all communal facilities (kettles, coffee maker, fridge etc) between each class.</p> <p>Ensure clear communication of the CCS Covid 19 policy by displaying it clearly on our website and including a link to the policy on all booking confirmation emails.</p>	<p>sanitise hands before and after using communal facilities.</p> <p>Blanket emails to be sent out to all visitors on database ahead of new 2021-2022 terms of classes with details of the updated Covid 19 policy and a link to the risk assessment.</p> <p>Regular reminders and signage to encourage students to comply with all measures in place to mitigate risks of spreading or contracting coronavirus at CCS.</p>	<p>TS</p>	<p>06/01/22</p>
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### Further information

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