



Risk Assessment - Covid-19 Secure

Assessment carried out by: Tracey Dallow

Date assessment carried out: 13.07.20

Updates for wreath making shown in yellow 01.09.20

Updates as of 10th September shown in red

Hazzard/Risk	Who is at risk?	Control Measures	What additional action to be taken to control the risks?	Risk rating H/M/L	Who needs to carry out the action and by when?
Getting or spreading coronavirus by not washing hands or not washing them adequately	<ul style="list-style-type: none"> • Staff • Visitors 	<ul style="list-style-type: none"> • Hand sanitizer positioned at the gate entrance and the studio door entrance. • Hand washing facilities with soap and paper towels available in the toilet area. 	<ul style="list-style-type: none"> • Display signage alongside the sanitizer station. • Stand at the sanitizer station at the studio door to ensure visitors sanitize. • Display a guide to show how to wash hands correctly above the sink area, 	Low if these measures are adhered to.	Tracey Dallow, At the start of every workshop.

<p>Getting or spreading coronavirus by visiting the toilet facilities situated inside the studio.</p>	<ul style="list-style-type: none"> • Staff • Visitors 	<ul style="list-style-type: none"> • One person at a time to use the toileting facilities. • Before entering the toileting area, sanitizer to be used, and after exiting the toilet area. • Soap, water and paper towels are supplied in the toileting area. • Hand wipes are available in the toileting area for the visitor to wipe over the toilet seat before use. Hand wipes and paper towels MUST NOT be put down the toilet. A lidded bin is available inside the toilet cubicle. • Please note, the toilet IS NOT connected to the mains sewerage system...it is emptied at the end of each session. 	<p>includes visuals and text.</p> <ul style="list-style-type: none"> • Display signage to say NOT to dispose of paper towels, wipes or sanitary products down the toilet. • Visitor to double bag waste sanitary products using the bags provided and dispose into the lidded bin provided in the toilet cubicle. Signage at the bin area. • Tutor to wipe over the toileting area with anti- bac wipes after each use during the session. • Cleaning schedule to be kept in the due diligence folder. 	<p>Low if the stated procedures are followed.</p>	<p>Tracey Dallow to check all signage is in place before the start of each session.</p> <p>Tracey Dallow to empty the toilet and bin at the end of each session.</p> <p>Tracey Dallow to clean the toileting area after each session.</p> <p>All cleaning to take place once all visitors have left the studio.</p> <p>Sign and date the cleaning schedule after each sessional clean.</p>
<p>Getting or spreading coronavirus by not cleaning surfaces,</p>	<ul style="list-style-type: none"> • Staff • Visitors 	<ul style="list-style-type: none"> • Follow the government guidance on cleaning and hygiene during the coronavirus outbreak 	<ul style="list-style-type: none"> • A copy of our cleaning guidelines/routines 	<p>Low If all measures are adhered to.</p>	<p>Tracey Dallow to supervise the resourcing of tools and products being used.</p>

equipment, and workstation.		<ul style="list-style-type: none"> • Cleaning products are household products with anti-bacterial properties. These products are odourless other than for fragrance. Household bleach is used in the toilet. • Identify surfaces that are frequently touched by many people (often common areas), e.g. door handles, shared equipment and workspace. • All areas, tools and resources will be cleaned after each session. 	<p>are available to view on our website.</p> <ul style="list-style-type: none"> • Each crafter will have their own set of previously sanitized tools and resources. • If shared resources are used, e.g. printing blocks, these will be wiped before passing on. • Exception being foliage used at wreath making which cannot be sanitized, hands will be sanitized before touching. 		Tracey Dallow responsible for cleaning the studio, workstations and equipment after each session.
Poor ventilation leading to risk of coronavirus spreading	<ul style="list-style-type: none"> • Staff • Visitors 	<ul style="list-style-type: none"> • All doors and windows will be left open throughout the session and afterwards whilst cleaning is taking place. 	<ul style="list-style-type: none"> • It has been advised that fresh air is the best source of ventilation. 	Low	Tracey Dallow to ensure windows and doors left open.
Increased risk of infection and complications for vulnerable people	<ul style="list-style-type: none"> • Staff • Visitors 	<ul style="list-style-type: none"> • Staff medical records will be reviewed, and appropriate action taken to ensure their safety. • We are an inclusive setting however, at these unprecedented times we find ourselves in, we 	<ul style="list-style-type: none"> • Craft and Create kits available to buy. 	<p>High to vulnerable people visiting the studio.</p> <p>Low to craft kits</p>	Tracey Dallow to advise

		advise against coming to the studio if you fall into the vulnerable or shielding category as advised by the government.			
Getting or spreading the coronavirus by a group gathering	<ul style="list-style-type: none"> • Staff • Visitors 	<ul style="list-style-type: none"> • Each Visitor will enter the studio one by one and be directed to a designated seat and workstation. • Two crafters per table with each crafter being 1+ meters apart side facing each other. Each crafter has their own work area. • Three tables in a spaced line in the studio, side facing each other. • Exception to the above points; Wreath making will be two large tables pushed together to form a square. 4 crafters will be situated at each corner of this square facing inwards with 1+ meters apart from each other. • Our studio capacity has been cut from 12 down to 6 to accommodate the new guidelines and layout. • As we are a retail and educational setting we can accommodate more than 6 people in our studio, 	<ul style="list-style-type: none"> • Once everyone is seated, a short safety briefing will take place by the tutor to set out expectations and set hygiene standards. <i>(a copy of the briefing is available to read on our website. This briefing will also form part of our booking process with the crafter).</i> • A risk assessment to be carried out for two households coming together around the central table, depending on the craft taking place. • Ensure staff are trained in putting on and taking off PPE visors correctly. • Ensure visors are sanitized after every use. 	<p>High</p> <p>But Low if managed correctly and in-line with government guidelines.</p>	<p>Tracey Dallow to carry out further risk assessments if required.</p> <p>Tracey Dallow to train staff on the correct usage of PPE.</p>

		<p>however only in groups of no more than 6 people.</p> <ul style="list-style-type: none"> Some crafts may require a reduction in numbers. At times, tutors may have to be close to the crafter to offer advice or assist 1:1 with their craft. Tutors will put on a PPE visor before approaching. Tutors will always wear visors. The consumption of food and drinks are prohibited if served on open plates and in shared jugs. Wreath Making; Drinks will be served via the tutor, with water being in a closed hot flask which is operated from a push point. For track and trace procedures, all visitors/crafters who attend either a workshop or party must supply their name and address at the time of booking. 	<ul style="list-style-type: none"> Individual cupcakes that are in paper wrappers may be served with individual bottles drinks.(parties) All waste must be removed off site with the party booker. Names and addresses will be kept securely on Poppyseeds home laptop which password protected or in case of paper booking forms, will be kept in a lockable cabinet. 		
Safeguarding of children	<ul style="list-style-type: none"> Staff Visitors 	<ul style="list-style-type: none"> A new safeguarding policy has been written to cover these unprecedented times we find ourselves in. (This can be found on our website) 	<ul style="list-style-type: none"> Signage advising of social distancing. Guidance sent out as part of the booking process. 	Low	Tracey Dallow to ensure certificates remain updated are displayed.

		<ul style="list-style-type: none"> • One adult to accompany their child to the studio door on arrival • At the end of the session, the collecting grown up may collect from the studio door. • Grown ups collecting from the studio door must use the sanitizer at the gate before entering and adhere to social distancing whilst waiting in the garden. • All tutors hold an enhanced DBS and at least one tutor on site is first aid trained. • All our tutors are experienced professionals and most currently work in educational settings. 	<ul style="list-style-type: none"> • Tutor DBS Certificates are always displayed inside the studio on the wall and are available for inspection. • First aid certificate and public liability insurance certificate also on the wall in the studio. 		
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Poppyseeds home Limited
36 Moreton End Lane
Harpenden, Hertfordshire
AL5 2HD
07921025788
poppyseedshome@yahoo.com