

What are the hazards?	Who might be harmed & 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	Workshop organiser	Provide water, soap and drying facilities at wash stations	Make sure there is soap and hand sanitiser available at all times.	Me	Prior to workshop starting
	Workshop attendees Family or other contacts of organiser or attendees.	Provide hand sanitiser for the occasions when people can't wash their hands.	Talk to attendees about effective hand washing. Encourage attendees to wash and sanitise their hands regularly.	Me and attendees	Prior to workshop starting and throughout the day.
Getting or spreading coronavirus in common use areas	Workshop organiser Workshop attendees Family or other contacts of organiser or attendees.	Identify communal areas where people may touch the same surfaces (such as door handles and toilets etc)	Sanitise door handles and toilet area before workshop starts and during the day.	Me	Prior to workshop starting and regularly during the day.
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Workshop organiser	Identify areas and equipment where people will touch the same surfaces, such as iron and ironing board, cutting boards and spray canisters.	All areas including tables and chairs and shared equipment will be sanitised.	Me	Prior to workshop starting, and ongoing throughout the day.
	Workshop attendees Family or other contacts of organiser or attendees.		Make hand sanitiser available where equipment is shared. Attendees will be asked to sanitise their hands before using shared equipment or materials.	Me and attendees	Throughout the day

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Contracting or spreading the virus by not social distancing	Workshop organiser Workshop attendees Family or other contacts of organiser or attendees.	Identify how you can keep people apart in line with social distancing rules in the first instance.	Tables will be placed 2m apart and each person will be allocated a table for them to work at. Keeping social distance whilst moving around the hall will be the responsibility of everyone. I will talk to attendees at the start of the day about social distancing at all times and how I see that working. ie. one person to choose fabric or use iron at a time.	Me Me and attendees Me	Talk to attendees at the start of the workshop
Risks of infection due to coronavirus spreading through the air.	Workshop organiser Workshop attendees Family or other contacts of organiser or attendees.	Increase air flow in all or parts of your workplace-Fresh air is the preferred way of ventilating your workplace so opening windows and doors (that are not fire doors) can help Require all attendees to wear masks or similar face coverings (or a face shield in the case of the instructor)	Maintain air circulation in the hall by opening doors and windows where possible.	Me	Prior to workshop starting, and monitor it during the day.

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Increased risk of infection and complications for vulnerable persons falling into the following categories: <ul style="list-style-type: none"> • Clinically extremely vulnerable • People self-isolating • People with symptoms of coronavirus • Groups who may be at higher risk of poorer outcomes. 	Workshop organiser Workshop attendees Family or other contacts of organiser or attendees.	Request that those who fall into vulnerable categories do not attend.	Request that those who fall into vulnerable categories do not attend.	Organiser	When a request to book is received.
General risk of infection from persons who have had symptoms or who develop symptoms after the workshop	Workshop organiser Workshop attendees Family or other contacts of organiser or attendees.	Request that anyone who has exhibited symptoms consistent with Coronavirus (unless tested negative) stay away. Request that anyone who has been in contact with someone who has exhibited symptoms consistent with coronavirus (unless tested negative) stay away Request that anyone who develops symptoms of Coronavirus within the two weeks after the workshop contact the organiser who will then advise other attendees to self-isolate.	Organiser will issue coronavirus policy to all prospective attendees in advance of booking. Organiser will contact attendees by email two weeks after the workshop to confirm that no-one has been unwell and remind them to contact the organiser if they feel unwell up to a period of twenty days after the workshop end. Organiser will retain a register of all persons attending workshops to assist in contact tracing if necessary.	Me All attendees	Between the start of the workshop and twenty days following the end of the workshop.