

COVID-19 Risk Assessment for Workshops

Completed by:	Leigh Brothwell, owner of Historic Workshops	Date of Assessment:	09/10/2020
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No	Hazard	People at Risk	Level of Risk	Risk Control
1	Contact with children	Children	Low	<ul style="list-style-type: none"> -Pupils to be briefed by teachers before the day, reiterating the need to protect their 'bubble' and to keep their distance at all times from anyone outside of their bubble. -Workshop leaders to maintain adequate distance from children as much as possible. Where a closer proximity is needed, workshop leaders will wear a face mask and/or visor. -Workshop leaders are not to make physical contact with children, unless necessary (to prevent injury to self or others). -Workshop leaders will hand-sanitise and wash hands regularly throughout the day.
2	Equipment handling	Children	Low	<ul style="list-style-type: none"> -All equipment to be quarantined for a minimum of 48 hours before being used at a school. -If the above is not possible, all equipment is to be sanitised with anti-bacterial wipes.
3	Moving around the school	Whole school	Low	<ul style="list-style-type: none"> -Workshop leaders to wear a mask or visor at all times when moving through the school. -Workshop leaders to wipe down anything they touch with anti-bacterial wipes. -Workshop leaders to avoid touching anything throughout the school. Staff members can help with this by opening doors for them etc -Teachers in-charge of booking and organising the workshop should think carefully about the facilities required by the workshop leader, to make the risk to the school lower, by ensuring that the workshop leader doesn't have to go to certain parts of the school.
4	Signing in and out of the school	Staff, visitors and parents	Low	<ul style="list-style-type: none"> -Workshop leaders to use own pen when signing in on a sign-in sheet or book. -Workshop leaders to hand-sanitise when having to sign in using a touch screen, before and after. -If possible, school staff should assist with signing the workshop leader in and out of school in order for the workshop leader to limit the need for touching anything.

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5	Symptoms	Whole school	High	<p>-Workshop leaders to inform Leigh Brothwell (Owner of Historic Workshops), immediately in the event of themselves or others they have been in contact with, showing symptoms of COVID-19. The workshop leader should then follow government guidance and self-isolate for 14 days, along with their household.</p>
6	Location of workshop	Whole school	Low	<p>-If classes are in their own bubble, and the cohort is taking part in the day, the classes should stick to their own classrooms where possible. If using a shared space, such as the school hall, the room should be disinfected before and after each session. In this instance, the school is responsible for ensuring a clean and sterile environment.</p> <p>-If the year group is a bubble, the children can handle equipment that has been touched by another class, but precautions should still be taken to limit the risk.</p> <p>-If possible, a toilet should be designated to the workshop leader, for their exclusive use during the day.</p> <p>-Workshop leaders are to eat in the main room where the workshop is taking place, where possible. If this is not possible, workshop leaders should be designated a room where they can eat alone, away from any school staff.</p>