

## RISK ASSESSMENT FORM



NAME OF ASSESSOR	Sian Williams	DATE	27/05/2020	TIME	12pm	REF	CV003
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AREA	LoveClay Workshop- Working Safely during Covid-19	EVENT/TASK BEING ASSESSED	To reduce the risk to the lowest reasonably practicable level by taking preventative measures, in order of priority
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STATEMENT
<p>This Risk Assessment has been put in place to assess the current risks due to COVID-19 and looking at how we can reduce the likelihood of them occurring. Management will review this Risk Assessment on a weekly basis going forward once we are re-open to the public. Staff at Valentine Clays/ LoveClay will continue our regular weekly meetings; if any staff, teachers, or visitors should have any concerns please make us aware and we can look into reassessing this in the risk assessment. Before all staff and teachers return back to work, they will all need to be provided with clear guidance with the changes we have made to comply with current government guidelines. This Risk Assessment will be made accessible to all of our visitors on our LoveClay website.</p>

WHAT IS THE HAZARD?	WHO MIGHT BE HARMED?	EXISTING RISK CONTROL MEASURES	RISK RATING			ADDITIONAL CONTROLS	NEW RISK RATING			ACTIONED/ MONITORED BY WHOM?	ACTIONED/ MONITORED BY WHEN?
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In preparation for reopening.	Valentine Clays staff, LoveClay teachers and all onsite visitors.	<ul style="list-style-type: none"> <li>-All teachers and visitors need to be made aware of this risk assessment.</li> <li>-If any teachers and or visitors seem to be displaying any symptoms, or if they live with someone who is displaying symptoms then they are to refrain from entering the premises, they need to contact a member of LoveClay staff to inform us.</li> <li>-Various signage and visuals are to be displayed around the workshop to remind teachers and visitors of the current government guidelines.</li> </ul>	3	5	15	<ul style="list-style-type: none"> <li>-Providing Hand Sanitiser on entry and exit.</li> <li>-All customers should receive an email before arrival explaining the current guidance on social distancing and hygiene measures that we have put in place.</li> <li>-We have temporarily amended the cancellation policy. Whereby usually we would require 2 weeks' notice to cancel and receive a full refund, this is no longer the case. All customers that cancel up until the date of the workshop, due to COVID-19 will receive a full refund or the chance to reschedule at a later date.</li> <li>-Limiting the number of visitors at any one time. We have temporarily reduced the number of attendees in any one workshop to 8 people maximum (9 including the teacher).</li> </ul>	2	5	10	Managing Director, Directors all Valentine Clays staff & Sian Williams (Health & Safety)	To be actioned at all times once we are re-open to the public. This risk assessment is to be reviewed weekly and to comply with the Government Guidelines in relation to COVID19.
Preparing for a Workshop	Valentine Clays staff, LoveClay teachers and all onsite visitors.	<ul style="list-style-type: none"> <li>-Workshop to be rearranged to make sure that all of the wheels will be at a 2metre distance.</li> <li>-Any unused benches and machinery to be moved into storage which will give us more space in the workshop.</li> <li>-All customers will have access to their own equipment so there will be no need to share.</li> </ul>	2	5	10	<ul style="list-style-type: none"> <li>-Tape to be displayed on the floor to clearly display the 2-metre distancing.</li> <li>-Teachers are to have their own mask and visor.</li> <li>-Customers are encouraged to bring their own masks and aprons, however, we will have disposable ones for those that are unable to bring their own.</li> </ul>	1	5	5	Managing Director, Directors all Valentine Clays staff & Sian Williams (Health & Safety)	To be actioned at all times once we are re-open to the public. This risk assessment is to be reviewed weekly and to comply with the Government Guidelines in relation to COVID19.

RISK ASSESSMENT FORM



		-All equipment will be disinfected before each workshop, additional time will be added onto 1-2-1 sessions to allow for this.				-Customers are advised to bring their own towels for when washing hands, however, paper towels will be provided as a back up and are disposed of once used. -Customers are advised to bring their own refreshments with them to any of the workshops. This is to prevent the usage of the same kitchen facilities that are in the workshop and to prevent gatherings.					
On arrival	Valentine Clays staff, LoveClay teachers and all onsite visitors.	-There will be hand sanitiser on arrival for people to use before entering the workshop and before leaving. -A record is to be kept of all of the attendees in the workshop. -Workshop door is currently unusable, which means that they would need to come through to the reception area and make their way to the back of the building. -On arrival, there will be tape guiding customers into the workshop using a 2metre queuing method, this is to prevent gathering by the door.	3	5	15	-Where hand sanitiser is not provided, arrive with enough time to wash hands in accordance with the government guidelines. -Teachers are to make sure that a record is kept of all of the visitors on site, this is to avoid the visitors all using the same pen and sign in sheet. -Making sure that doors leading up to the workshop, are kept open throughout the day during a workshop and are to be closed once it has ended. This will prevent the amount of people that are in contact with handles etc and will ensure there is an airflow through the building. This is to be amended in the fire risk assessment to state this. -Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids.	1	5	5	Managing Director, Directors all Valentine Clays staff & Sian Williams (Health & Safety)	To be actioned at all times once we are re-open to the public. This risk assessment is to be reviewed weekly and to comply with the Government Guidelines in relation to COVID19.
Maintaining Social Distancing and Reducing contact with others.	Valentine Clays staff, LoveClay teachers and all onsite visitors.	-There will be a one-way system inside the workshop -The workshop has been rearranged so that all the wheels have been separated at a minimum of 2-metre distance to comply with the guidelines. -All visitors and teachers are to wear a mask throughout the duration of the workshop	3	5	15	-All onsite staff to be regularly reminded on the importance of the social distancing guidelines and to maintain at all times by signage or visual aids in the workshop -Where social distancing, the side to side or back to back method cannot be met and customers need assistance from the teachers, then the teacher is to wear a visor along with their mask for further protection.	2	5	10	Managing Director, Directors all Valentine Clays staff & Sian Williams (Health & Safety)	To be actioned at all times once we are re-open to the public. This risk assessment is to be reviewed weekly and to comply with the Government Guidelines in relation to COVID19.

RISK ASSESSMENT FORM



		-If social distancing isn't possible, use back to back or side to side working wherever possible.				-All tools will be laid out for each person to use, which minimises the need for gathering in certain areas and also coming into contact with other customers on site.					
Common Areas	Valentine Clays staff, LoveClay teachers and all onsite visitors.	-Signage to be displayed by the sink area to inform that there should only be 1 person there at a time. -All attendees will be advised to bring their own refreshments to prevent a build up when using the kitchen facilities, this would also avoid transmission when using the kettle, crockery etc. -For workshops where we provide lunches, each attendee will have their own table where they can eat their lunch at a safe distance.	3	5	15	-On arrival in the teacher's introduction, attendees are to be reminded that only 1 person is to use the sink at one time -Floor tape is to be displayed by the sink on the floor to provide a social distancing queuing system. -The kitchen facilities have been removed from the workshop, attendees will have access to bottles of water, if needed. -High use objects and surfaces are to be cleaned and disinfected on a regular basis for example, door handles and light switches.	1	5	5	Managing Director, Directors all Valentine Clays staff & Sian Williams (Health & Safety)	To be actioned at all times once we are re-open to the public. This risk assessment is to be reviewed weekly and to comply with the Government Guidelines in relation to COVID19.
Accidents, security and other incidents.	Valentine Clays staff, LoveClay teachers and all onsite visitors.	-In an emergency, for example and accident or fire, people do not have to stay 2-metres apart if it would be unsafe.	4	5	20	-People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.	2	5	10	Managing Director, Directors all Valentine Clays staff & Sian Williams (Health & Safety)	To be actioned at all times once we are re-open to the public. This risk assessment is to be reviewed weekly and to comply with the Government Guidelines in relation to COVID19.
Cleaning the workplace before reopening	Valentine Clays staff, LoveClay teachers and all onsite visitors.	-Ensuring that the workshop has been cleaned and ready to restart, this would include items that haven't been used whilst being closed. -Carrying out cleaning procedures and providing hand sanitiser before restarting work.	2	5	5	-Making sure that we can provide hand sanitiser on entry and exit points. -All soaps provided are to be replaced with anti-bacterial soap. -Making sure that we have additional spare disposable masks and aprons for any visitors that would like to make use of them.	1	5	5	Managing Director, Directors all Valentine Clays staff & Sian Williams (Health & Safety)	To be actioned at all times once we are re-open to the public. This risk assessment is to be reviewed weekly and to comply with the Government Guidelines in relation to COVID19.
Keeping the workshop clean	Valentine Clays staff, LoveClay teachers and all onsite visitors.	-Frequent cleaning of the workstations, after each workshop. -Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and light switches and making sure there are adequate disposal arrangements. -Opening windows and doors frequently to encourage ventilation, where possible. The fire risk assessment has been amended to state this.	3	5	15	-After each workshop, all tools are to be cleaned with antibacterial spray. -All handles interior and exterior are to be cleaned and disinfected on a regular basis. -Additional space between 1-2-1 workshops is to be allocated to allow enough time for the clean down. -If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific	1	5	5	Managing Director, Directors all Valentine Clays staff & Sian Williams (Health & Safety)	To be actioned at all times once we are re-open to the public. This risk assessment is to be reviewed weekly and to comply with the Government Guidelines in relation to COVID19.

RISK ASSESSMENT FORM



		-Enhancing cleaning for busy areas.				guidance outlined by the government. -General waste facilities are to be emptied at the end of each day.					
Hygiene-handwashing, sanitation facilities and toilets.	Valentine Clays staff, LoveClay teachers and all onsite visitors.	-Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough and sneeze in a tissue which is binned safely, or into your arm if a tissue is not available.	3	5	15	-Providing regular reminders as well as signage to maintain personal hygiene standards. -Providing hand sanitiser in multiple locations in addition to washrooms. Where hand sanitiser is not available, providing anti-bacterial hand wash. -Signs to be displayed	2	5	10	Managing Director, Directors all Valentine Clays staff & Sian Williams (Health & Safety)	To be actioned at all times once we are re-open to the public. This risk assessment is to be reviewed weekly and to comply with the Government Guidelines in relation to COVID19.
Handling goods, merchandise and other materials and onsite vehicles.	Valentine Clays staff, LoveClay teachers and all onsite visitors.	-Cleaning procedures for the parts of shared equipment, tools etc.	2	5	10	-Providing non-contact collections for any pottery items. All collection customers are being advised that their order will be waiting outside for collection.	1	5	5	Managing Director, Directors all Valentine Clays staff & Sian Williams (Health & Safety)	To be actioned at all times once we are re-open to the public. This risk assessment is to be reviewed weekly and to comply with the Government Guidelines in relation to COVID19.
Face Coverings- OPTIONAL (Not required by law)	Valentine Clays staff, LoveClay teachers and all onsite visitors.	-It is important to know that the evidence of the benefit of using a face covering to protect others is weak and the effect is likely to be small, therefore face coverings are not a replacement for the other ways of managing risk. -They need to be worn properly and well fitted. -Wash your hands thoroughly for 20 seconds before putting them on and taking them off. -Avoid touching face or face covering, as you could contaminate them with germs from your hands. -Change your face covering if it becomes damp or if you have touched it. -Change and wash your own face covering daily. -If the material is washable, wash in line with manufacturer's instructions. If it is not washable, dispose of it carefully in your own usual waste bin.	4	5	20	- Practise social distancing wherever possible. -Minimising time spent in contact with others. -Where social distancing, the side to side or back to back method cannot be met and customers need assistance from the teachers, then the teacher is to wear a visor along with their mask for further protection.	1	5	5	Managing Director, Directors all Valentine Clays staff & Sian Williams (Health & Safety)	To be actioned at all times once we are re-open to the public. This risk assessment is to be reviewed weekly and to comply with the Government Guidelines in relation to COVID19.

## RISK ASSESSMENT FORM



Communication	Valentine Clays staff, LoveClay teachers and all onsite visitors.	-Ensuring that we make this risk assessment accessible to all of our staff, teachers and visitors. -Ensuring that we communicate with all teachers and visitors before arrival to advise the of the current government guidelines and what we are doing to ensure that we are abiding by them.	3	5	15	-Providing clear, consistent and regular communication to improve understanding and consistency of the ways we are working. -Ensuring that we communicate with all of our teachers and customers to explain any changes that may occur.	1	5	5	Managing Director, Directors all Valentine Clays staff & Sian Williams (Health & Safety)	To be actioned at all times once we are re-open to the public. This risk assessment is to be reviewed weekly and to comply with the Government Guidelines in relation to COVID19.
Inbound and Outbound goods	Valentine Clays staff, LoveClay teachers and all onsite visitors.	-Using revised collection and drop of points for our customers. This is to be stated to them at the time of placing their order or collecting pieces made during the workshop. They are to be informed that the reception area and gallery space is closed.	2	5	10	-Noncontact collections and drop offs, customers are to be advised that they make sure they have all of their order before leaving site, so there is no need for them to sign any paperwork for our records.	1	5	5	Managing Director, Directors all Valentine Clays staff & Sian Williams (Health & Safety)	To be actioned at all times once we are re-open to the public. This risk assessment is to be reviewed weekly and to comply with the Government Guidelines in relation to COVID19.

REVIEW DATE	Reviewed on a weekly basis to comply with government guidelines.	SIGNATURE	S.Williams
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**Risk Rating Calculator**

Likelihood that hazardous event will occur:	
1	Very Unlikely
2	Unlikely
3	Fairly Likely
4	Likely
5	Very Likely

Consequence of hazardous event:	
1	Insignificant- No injury
2	Minor-Minor injuries needing first aid
3	Moderate- Up to three days' absence
4	Major- Up to seven days' absence
5	Catastrophic- Death

Risk Rating	Action
20-25	Stop- Stop activity and take immediate action
15-16	Urgent Action- Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	Action- Improve within specified timescale
3-6	Monitor- Look to improve at next review or if there is a significant change
1-2	No Action- No further action but ensure controls are maintained and reviewed