

Covid-19 Risk Assessment for Adult Courses

What are the hazards?

- Contamination

RISK

1. People entering the shop from elsewhere.
2. Those that can't wear masks
3. Transfer of virus via hands and respiration.
4. Being in close proximity to each other
5. Being in an enclosed space.
6. Lack of ventilation
7. Pinch points - entry to shop and using toilet and kettle facilities.
8. People feeling unwell.

CONTROL MEASURES

Transfer and entry

1. Hand sanitiser upon entry, during and upon exit of premises.
2. Disinfecting all surfaces, furniture and facilities between each class.
3. No sharing equipment.
4. The students bring own mugs or flask.
5. Drawing boards in front of each student as protective screens.
6. Students all face the same way with backs to each other.

7. Students wear face coverings when away from easels, where possible.
8. Where a face covering can't be worn, student sits nearest the door.
9. Kettle to be wiped after each use.
10. Toilet facilities to be cleaned after each use.

Close Proximity, enclosed space, ventilation

1. Classes limited to 5 students.
2. Each student placed 1 metre + apart
3. Tutor wears face covering
4. Each class is the same group, no swapping days so as to form class bubbles.
5. Door to be left ajar during sessions or top window open.
6. All tutor demonstrations to be done behind the counter.
7. Shop to be closed to walk-in customers during sessions and at least an hour before a session starts to ensure cleanliness.
8. Taped spaces for each student.

Pinch points

1. Students must sit in the same place every week.
2. Those sitting furthest into the shop, enter first and last.
3. Socially distanced Street markings for queuing to enter.
4. Each student given a number at the first class for queuing and entering.
5. Face coverings to be worn when walking to and from the toilet or kettle.

Feeling unwell

1. If a student is feeling unwell prior to a class, they must not attend.
2. If a student is feeling unwell during the class, they must inform the tutor immediately, wear a face covering and exit immediately.
3. If the tutor feels unwell before a class, students will be contacted via email that the class will not take place.
4. If the tutor feels unwell during a class, the class will be immediately stopped and all students exit in number order. Tutor will remain behind the counter.

If feeling unwell, please follow the government guidelines on www.gov.uk For Covid-19 testing and tracing.

I have read and understood all of the above.

Signed: