

OLIVIA ASPINALL

STUDIO

Risk assessment – Covid 19

Company name: Olivia Aspinall Studio

Assessment carried out by: Hannah Whale

Date of next review: 6/7/20

Date assessment was carried out: 6/7/20

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Unsanitary hands	Staff and Workshop participants	Washing hands regularly with water and soap	Hand sanitiser provided upon entry. Gloves to be worn throughout workshop. Masks encouraged. Staff to give reminders to participants to wash hands regularly.	Staff and workshop participants	Throughout entire workshop duration.	Yes
Close working	Staff and	Limiting numbers of	Make clear marked areas	Staff	In preparation of	Yes

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environment – Social distancing	workshop participants	workshop participants to 8 people	for participants to work in that are minimum of > 1 metres apart. Place all equipment within reach of each workspace to limit movement around the studio. Make participants aware of rules and requirements verbally and through posters/signage displayed. Workshop participants to be made clear of Covid-19 policy prior to workshop in confirmation email. If any participant experiences symptoms prior to the workshop they will be asked to inform us and not attend. If staff present with any symptoms prior to any		workshop prior to it starting.	
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			workshops taking place, the workshop will be rearranged and the premises closed for adequate quarantine.			
Cross contamination of food/drink receptacles	Staff and Workshop participants	No food provided	Provide disposable/recyclable cups for drinks.	Staff	During workshop	Yes
Toilets	Staff Workshop participants	Toilets have been risk assessed and are being maintained to a suitable level	Only allow one person to use the toilets at a time (or two if they are already in a bubble together)	Staff	During workshop	Yes
Access to studio	Staff Workshop participants	Limiting the number of people in the workshop at one time.	Open both doors to allow easier access in and out of the studio, avoiding bottleneck at doors. Opening of all doors to provide maximum	Staff	During workshop	Yes

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			ventilation within the space.			
General cleanliness	Workshop participants	Regular cleaning of studio and all equipment.	Disinfecting all surfaces and equipment prior to use by the workshop participants and again after use. Workshop participants to be made clear of Covid-19 policy prior to workshop in confirmation email.	Staff	Before and after workshop	Yes