

Risk assessment

Company name: Ritschels.Sewingworkshops

Assessment carried out by: Paula Ritschel

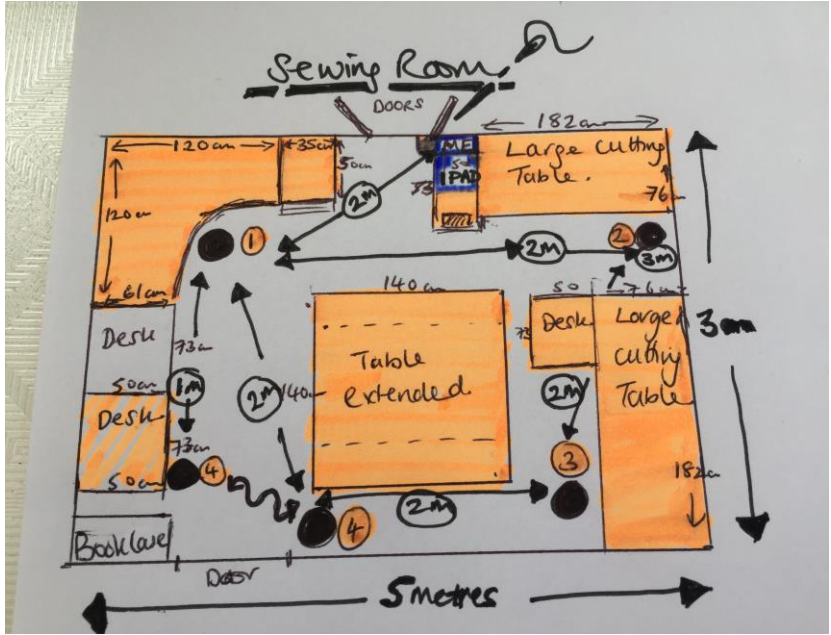
Date of next review: Monthly

Date assessment was carried out: 10/07/2020/updated **28/08/2020**

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
<p>Covid spread – taking steps needed to manage the risk during sewing lessons.</p> <p>Limiting use of my equipment and resources – to avoid contamination. General safety always</p>	<p>Myself as teacher and up to 4 learners who attend classes.</p>	<p>Read https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/close-contact-services</p> <p>https://www.legislation.gov.uk/ukxi/1999/3242/contents/made/staying_COVIC-19 Secure in 2020 following management of Health & Safety at work Regulations 1999</p> <p>Course completed ‘Skills for health The National Skills Academy Health’ July 2020</p> <p>Guidance given when start classes and reminded where necessary.</p>	<p>Will note below in further detail.</p> <p>If learners can bring along their own equipment that would be preferable. Anything used here would either need to be cleaned/wiped or left in quarantine for suggested</p>	<p>Each learner and I - wipe surfaces anti bac, follow guideline s re health.</p> <p>Me</p>	<p>Regular cleaning of surfaces and hand washing (antibacterial spray/wipes available for all)</p> <p>On going</p>	

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recognised – sewing machine, all sewing equipment including scissors/pins/needles etc irons, trailing wires etc			time.			
Ensuring Learners aware only to attend classes if do not have any COVID symptoms or are unwell. Follow GOV guidance if you/or you have been near others with COVID.	All	www.gov.uk/stay-at-home/guidance-for-households-with-possible-or-confirmed-coronavirus <ul style="list-style-type: none"> • a new continuous cough • a high temperature • a loss of, or change in, your normal sense of taste or smell <p>If unwell generally please also stay away from classes - 14 days self-isolation is currently required if COVID symptoms (you or anyone you may have been near). Or if isolating after any new info from Gov guidance e.g. some foreign travel restrictions and quarantining for 14 days.</p>	Posters up/ info sheet as enter Text before the group/terms classes start	Me info	Ongoing and keep up to date with Gov Guidance	

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<p>Entering and leaving Workshop.</p> <p>Distancing and avoid unnecessary people in room (children coming to class on their own if possible).</p> <p>Touching surfaces - handles equipment etc</p> <p>Not having a ventilated room – not having</p>	All	<p>Will leave side gate open 15min before start of class so learners do not have to touch the handle, and then check everyone has seen the checklist. Do temp checks B4 enter room and hand sanitize. Door will be pinned back/opened to avoid touching. Children to be dropped at front entrance (or if need help with equipment distance as come alone side).</p> <p>Frequent cleaning – available antibacterial spray/wipes and sanitizer.</p> <p>Room will be well ventilated – plenty of windows and possible double doors opened depending on weather (possibility of sitting outside if weather allows to prep work). In the room I have followed the guidelines for seating and all work areas are facing out towards a window and distanced (2 metres apart).</p>	<p>As only up to 4 – keep distanced as enter and give space when entering room if arrive at same time. Check - Checklist B4 enter class – on window. Mats on floor near door 1m apart</p> <p>Temperature check b4 enter class. High temp 37.8C or greater – would be asked to return home – remote</p>	Each learner needs to think of distancing – as enter and as work during session, keeping to their own area – and communicate clearly if need	<p>Each time someone enters.</p> <p>Open windows and shut</p>	

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<p>airflow – germs - and reducing the need for movement around the room.</p> <p>Being too close to each other whilst working, cutting fabrics and ironing – spread of germs. Isolating the sewing workshop are from the rest of the house.</p> <p>If away – so not to mix groups of people from different classes – online lesson</p>		 <p>I have rearranged the room to allow for each learner to be distanced, and having a larger area to work so that they can cut</p>	<p>learning via iPad possible and for anyone missing sessions due to being unwell.</p> <p>Handheld infrared devise, anti bac wiped between learners. Wipes and anti bac available – and used frequently to keep surfaces/equipm ent clean.</p> <p>Keeping the conservatory door shut to isolate the room</p>	<p>anything passing. Will all aim to try and keep 2m or 1+, and I will wear a visor.</p> <p>Need have marked floor with 1 metre spaces – red and red/blue squares.</p>	<p>conservatory door start of classes.</p> <p>If parents can let me know if their children need to TRY and keep a certain distance from others as I know some are coming along with friends in their bubbles.</p>	

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<p>offered instead.</p> <p>Belongings and equipment brought into room.</p> <p>Teaching and keeping distanced</p> <p>Sneezing and coughing Gov reminders – spread germs.</p>		<p>out and work in their own area, without the need to move around the room. When adult classes hopefully resume in Sept there is a 2m distance between learners' workplaces if 4 in the class. If I feel that a maximum of 3 works best initially, I may suggest this though I will confirm nearer to the time. I have a couple of portable ironing boards, so ironing can be done near your area or learners can bring their own iron and tabletop ironing board. All areas have large areas to work, the largest cutting table will be used to work on so can be requested if needing to cut out bigger amounts of fabrics.</p> <p>I have placed a large plastic box under each area for learners to place equipment, and a small box on top with hand sanitizer.</p> <p>Mostly I hope to teach whilst distancing – and can stand 2m away in the design of the room, though at times will need to instruct so will ask learners to pass over work for me to help with or step back if need me to sort machine etc. I have a clear face shield and mask which I can wear if come close to instruct and if necessary – lots of debate re this and the Gov info changes therefore will adapt info as necessary and also discuss with groups. https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-</p>	<p>from the rest of the house – closing off areas that are non-essential.</p> <p>Signs up re COVID and sneezing/coughing reminders.</p>	<p>Learners to bring along face masks which</p>		

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		<p>19/close-contact-services and also in education setting. If people can bring along a mask and can then be worn for people over age 11 if choose when less than 1-2m away if necessary. If want to use a face visor I can provide a new acetate sheet each lesson that can be attached to the sanitised headbands I can store here - disposing of the sheet each time and the headband will be then sanitized and reused cost approx. 20p each sheet though , I also currently have some disposable masks £1 if needed.</p> <p>Reminder signs re catching sneeze/cough in tissue and binning, or sneezing/coughing into own clothing and sanitizing hands.</p>	<p>Parents/adults need to discuss views on children wearing face coverings if any strong feeling on this – and see current Gov guidance.</p>	<p>could be worn when closer when 1-2 metres</p>		
Germs in the room and surface	Me family all	All surfaces will be thoroughly wiped and cleaned – floor mopped between sessions and equipment wiped – if necessary	Will remove cushions inside	Me	End of each session	

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<p>that are touched. My equipment, patterns, fabrics, resources – books etc.</p> <p>Poss hazard - Shared equipment - Thread which used to be shared -</p>		<p>stored so not reused by others for time limit (3 days). GOV guidance HSE Health and Safety Executive guidance re cleaning your workplace.</p> <p>Have removed pots of shared equipment – ideally those who have sewing equipment will be bringing their own to the lessons, though I do have things that can be used and will be monitoring the cleaning of these.</p> <p>Threads will need to be brought along to use for your projects as can't now be shared, it would be great to pre plan this and happy to help with this if easier – and if I have any other items you need such as small pieces of interfacing/elastic/ribbon etc can be noted down and paid for after the class by bank transfer or a money box in the room.</p>	<p>as cannot easily be cleaned. All my equipment stored in plastic boxes on the floor or in draws that can be easily cleaned around and books/patterns only used by myself – can photocopy info if needed.</p>	<p>Learners ideally bringing own equipment and supplies – if not possible can supply and sort payment for items such as threads etc.</p>		
Drinks / food		<p>Children's classes bring a bottle of water along to avoid handling/using items from our house. Kettle and facilities are in the room if guidance allows for this for adults.</p>				

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Toilet – germs – handles.	All me and family	Ideally would be better not to have to use toilet but considering accessing this around the front so not going through the house – wipes available for front door and handles and cleaning products to use after using toilet. Gov guidance – lower toilet seat before flush, wipe with anti-bacterial spray and leave time in between use. Or possible mats down so access through the lounge – see guidance nearer the time.	Ensure cleaning products available and wipes/ key front door. Paper towels for hand drying – take out towel.	Each learner to clean after use and me after class	Each time used	
Fitting checking garments	Me/learner	If needed will see how the classes/virus goes and may be possible to try items to have help with fit – though need to minimise time with this and consider best method of doing this – possible changing in toilet and me helping in hall / or mats on floor in lounge.	Need to reassess	me	ongoing	
COVID outbreaks – or new GOV guidance	All	I will as always keep a register of attendees and if anyone should have any COVID symptoms please tell me and I will contact all the learners that have been in contact with them and follow gov guidelines re Track and Trace. If necessary, the workshops would have to be halted until the recommended time to recommence and be thoroughly deep cleaned. If possible on line lessons could resume for this time period.	Track and trace info	All - follow Gov info	All	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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