

Turning Earth Covid-19 risk assessment

[Whiston Road Hoxton](#)

[Cremer St Hoxton](#)

[Learning Hub, Argall Ave](#)

[In Production, Argall Ave](#)

[11 Argall Avenue](#)

Location: Whiston Road Hoxton

Updated Policy review following UK government status week of 22/02/2021

Risk assessment carried out by: Tallie Maughan

The Following table represents the identified risks and system of controls implemented within all studios to prevent infection of COVID-19 and control any outbreak. The stated controls are monitored for efficacy, working as planned, and are subject to updates considering identified issues and

Identified Hazards?	Who may be affected	Actions taken (a)	Additional measures (b)	Personnel specific c)	When is the action due by?	Date completed
Spreading of Coronavirus from Infected Individuals attending Turning Earth Sites	Members, Students, Staff, visitors. The public at large	<ol style="list-style-type: none"> 1. Brief staff and Inform members/students in writing of their duty to isolate if they develop any of the recognised symptoms of the virus. 2. sign up to the NHS COVID-19 app and engage with it. 3. Report symptoms to our admin team giving details of when they started and self isolate for the relevant time period or follow the instructions from NHS England. 4. Students are asked to take weekly lateral flow tests at community 	<ol style="list-style-type: none"> 1.Ensure all entry points are equipped with clear and usable QR codes. 2.Teachers to check all users have downloaded and are engaging with the NHS COVID-19 App upon Arrival to class. 3. All reports of Positive Cases are transmitted to the relevant authorities and staff are trained how to do this. 	Teachers and Admin staff	24/03/2021	

		centres whilst attending courses in order to ensure they're not on site with symptomless transmittable levels of COVID-19				
Getting or spreading Coronavirus from inadequate hand hygiene	Members, team, visitors, delivery drivers	<ol style="list-style-type: none"> 1. Ensure adequate stations for hand hygiene and prompts on handwashing are in place throughout the studio sites. These need to be indicated or available at main entrances (and available for delivery drivers.) A station with hand sanitiser gel at each of two entrances 5 sinks with handwashing soap 2. Provide information on how to wash hands and display posters in bathrooms and by sinks. -in kitchen, bathroom in detail, and larger reminder signs in the main space 3. Signage in area kitchen to indicate hand washing required when using shared implements and utensils. 4. Decide if further washing locations needed based on number of users -currently satisfactory - not high demand due to 	<ol style="list-style-type: none"> 1. Additional signage to ask people to report drying or cracking hands 2. On duty staff to be tasked with monitoring handwashing - difficult given the processes involved, although we are happy that handwashing is integral to processes involved with using clay. Antibac added to mitigate risk 	1. Duty managers to check and replenish hand sanitisers daily where necessary. -Part of opening procedure	b).1 Azem to add an addition to current poster - DONE	a) July 2020

		<p>staggered entry times.</p> <p>Anti bac in wash buckets. Working with clay requires regular handwashign by necessity - antibac added to all wash buckets</p>				
<p>Getting or spreading coronavirus in common use high traffic areas such as corridors, storage areas, doorways, bathrooms and changing areas.</p>	<p>Members, team, visitors, delivery drivers</p>	<ol style="list-style-type: none"> 1. Assessment of risk where people congregate carried out <ul style="list-style-type: none"> -Glaze area 2 people -Aisles 1 person -Mezzanine 3 people <ul style="list-style-type: none"> - Staff monitoring of practices - included in staff meeting - Created limits for these area 2. Assessment of high contact areas <ul style="list-style-type: none"> -sanitation checklist in place 3. Assessment of frequent touch hard to clean places [high water environment - doesn't apply] 4. Clear Signage situated on each row indicating there is space provision for one person at a time in the storage shelf aisles. 5. Limit number of users with signage. 2 in E2 6. Provide disinfectant 	<p>10b Put up signage to make people aware about risks to hands. DONE</p> <p>16b Update the sanitising checklist DONE</p>		<p>10 b) Azem November DONE</p> <p>16 a) Azem updating the sanitising checklist and checking its been done - ongoing monitoring DONE +ONGOING</p>	<p>a) At reopening/ July 2020</p>

		<p>cleansing sprays and signage for people to clean up after using frequently touched areas. Such as glaze buckets, utensils and surfaces.</p> <p>7. Add Dettol disinfectant to Green Bucket Washing systems.</p> <p>8. Keep spare supplies.</p> <p>9. Provide Blue nitrile gloves for those who are susceptible to skin irritations from the disinfectant.</p> <p>10. On duty staff to wear clear visors or face masks</p> <p>11. E2:clearly display by signage visible from the front doors that the number of spaces available on the mezzanine is limited to the 3 people.</p> <p>12. Signage: Do not share food.</p> <p>13. Remove sign-in book and pens. All sign-in data to be collected via online book in system.</p> <p>14. Reduce the need for people to move around your site as far as possible. This will reduce</p>				
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		<p>the potential spread of any contamination through touched surfaces</p> <p>-in built into the reorganisation of the furniture</p> <p>15. Avoid sharing work equipment by allocating it on personal issue or put cleaning regimes in place to clean between each user - own tools, sanitising spray to clean work station before and after</p> <p>16. Identify other areas that will need cleaning to prevent the spread of coronavirus, eg canteens, rest areas, welfare facilities, vehicles and specify the frequency and level of cleaning and who will do it - sanitation checklist carried out 3 times a day. Azem and Giuseppe</p> <p>17. Bin provision adequate 4 inside and 4 outside</p> <p>18. Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects</p> <p>- we keep a clear space as a matter of course due to sharing rules - cleaning and clearing is conducted multiple times a day and efficiently at the end of the day.</p>				
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Getting Or spreading Corona virus by not cleaning surfaces, equipment and workstations	Members, Team and students	<ol style="list-style-type: none"> 1. Add disinfectant materials to use on all door handles, padlocks and Kiln lids. 2. Provide cleaning materials and nitrile gloves for staff to use on vacuums and mops. 3. Provide disinfectant cleaning materials for members to apply after using wheels, ware boards, wheel benches and mops. 				
Poor workplace ventilation leading to risks of spreading coronavirus	Anyone entering Turning Earth sites	<ol style="list-style-type: none"> 1. E2. Keep rear door open at all times with signage to keep reason clear. 2. Schedule extractor fans to be turned on every 2 hours at times when doors cant be opened 3. Make sure heaters are correctly set. 				
Failure to accommodate and ensure social distancing	All users	<ol style="list-style-type: none"> 1. Reorganisation of furniture to enable social distancing and addition of screens 2. Floor tape and distancing reminder spots. 3. Identify where it isn't 				

		<p>possible to meet social distancing rules and use other physical measures to separate people. This can include: >physical screens and splash barriers:</p> <ul style="list-style-type: none"> - Separate tables and wheel-benches with cleanable, impervious divider screens - Ensure all staff, members and are wearing face masks - Placing members side-by-side rather than face-to-face when working and where not possible dividers added - <p>Provide information, instruction and training to people to understand what they need to do - emails or whatsapp - written messages and included in induction</p> <p>Provide signage and ways to communicate to non-employees what they need to do to maintain social distancing - communicated in writing to members using whatsapp and email</p>				
Increased risk	Vulnerable	Discuss with employees what			'tallie look at	2nd Nov

of infections and complications for vulnerable users	users. High risk demographic s, less abled users	<p>their personal risks</p> <p>Follow current government guidelines for employers on the NHS Test and Trace service</p>			guidance test and trace	
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Workers	<p>allow our guidance on stress and mental health- Have regular keep in touch meetings/calls with people working at home to talk about any work issues - Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through- Involve workers in completing risk assessments so they can help identify potential problems and identify solutions - zoom meeting on 11th November- Keep workers updated on what is happening so they feel involved and reassured- Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hour - check ins</p>				

Location: Cremer St Hoxton

Policy review following UK government status updates week of 9/11/2020

Risk assessment carried out by: Tallie Maughan

Identified Hazards?	Who may be affected	Actions	Additional measures	Personnel specific	When is the action due by?	Date completed
Getting or spreading Coronavirus from inadequate hand hygiene	Students, teachers, tech team, managers, visitors, delivery drivers	<p>Ensure adequate stations for hand hygiene and prompts on handwashing are in place throughout the studio sites. These need to be indicated or available at main entrances.</p> <p>Provide information on how to wash hands and display posters in bathrooms and by sinks.</p> <p>Provide water, soap and drying facilities at required locations. Alternatively ensure hand sanitiser gel is available where necessary.</p> <p>5. Decide if further washing locations needed based on number of users -currently satisfactory - not high demand due to staggered entry times.</p> <p>Anti bac in wash buckets.</p> <p>Working with clay requires regular handwashign by necessity so monitoring not so important</p>		<p>Provide policy guidance and reminders to teachers who are managing students, ensure that policies are implemented</p> <p>Duty managers to check and replenish hand sanitisers daily where necessary.</p>	check	check
Getting or spreading	Students, teachers,	Assessment of risk where people congregate carried out	Document risk management in	Teachers to manage student		

<p>coronavirus in common use high traffic areas such as corridors, storage areas, doorways, bathrooms and changing areas.</p>	<p>tech team, managers, visitors, delivery drivers</p>	<p>Assessment of high contact areas -sanitation checklist in place</p> <p>Assessment of frequent touch hard to clean places [high water environment - doesn't apply]</p> <p>Provide disinfectant cleansing sprays and signage for people to clean up after using frequently touched areas. Such as glaze buckets, utensils and surfaces.</p> <p>Add Dettol disinfectant to Green Bucket Washing systems.</p> <p>Keep spare supplies.</p> <p>Provide Blue nitrile gloves for those who are susceptible to skin irritations from the disinfectant.</p> <p>On duty staff to wear clear visors or face masks</p> <p>Reduce the need for people to move around your site as far as possible. This will reduce the potential spread of any contamination through touched surfaces -in built into the organisation of the furniture with tool sets per unit</p> <p>Avoid sharing work equipment by allocating it on personal issue or put cleaning regimes in place to clean between each user - own tools, sanitising spray to clean</p>	<p>storage shelf aisles. - One person at a time - add a sign</p> <p>Added hairdryers in other areas of the studio</p> <p>Add signage: No food in the studio -Azem DONE</p> <p>Removed bin lids to prevent touching DONE</p> <p>Staff monitoring of practices - teachers - reinforce at meeting 12/11/2020</p> <p>Create limits for congregation areas aisles 1 person Water 1 person</p> <p>External seating space</p> <p>Limit number of users with signage [20 people]</p> <p>Create 'drop zones' where necessary for tool sharing - needs to be reviewed with teachers</p> <p>Signage to let people know what to do if they have irritated</p>	<p>congregation on arrival and departure as well as cleaning and demonstration times; provide head sets and amplification for instructions and demonstrations to prevent expectorate delivery whilst talking loudly.</p> <p>Teachers to wear clear vinyl headset visors</p>		
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		<p>work station before and after</p> <p>Identify other areas that will need cleaning to prevent the spread of coronavirus, eg canteens, rest areas, welfare facilities, vehicles and specify the frequency and level of cleaning and who will do it - sanitation checklist carried [when and by whom]</p> <p>Bin provision adequate?</p> <p>Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects - we keep a clear space as a matter of course due to sharing rules - cleaning and clearing is conducted multiple times a day and efficiently at the end of the day.</p> <p>Provide disinfectant cleansing sprays and signage for people to clean up after using frequently touched areas. Such as glaze buckets, utensils and surfaces.</p>	<p>skin -azem</p> <p>Ensure we have enough tools - scrapers, knives (serrated and rubber) yellow graters, sponge sticks, spoons, tongs, (with extras) 15 for 12 people class capacity - ordered and on their way</p> <p>Add coat hooks to spread out -lewis to do week of 17/11</p> <p>Make glaze buckets moveable around the studio</p> <p>Order from potclays 15 x 10L buckets</p> <ul style="list-style-type: none"> - Install ramp over gulley - Wheels added - Smaller buckets <p>-All teachers to reinforce need for social distancing at the beginning of each session -ALL -Debrief for students after each session asking them for comments to improve distancing -ALL - student comments</p>			<p>Buckets ordered and coming 19/11 (stella)</p>
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			<p>area to be added to the teacher's docs - AZEM DONE</p> <p>- a way to give feedback on social distancing (emailing teacher or info@)to be added by teachers to class debrief to give further ways to comment - Azem DONE</p> <p>- feedback mechanisms added to teachers covid doc - AZEM DONE</p> <p>- Whiston Road monday class needs thermometer and checklist -AZEM DONE</p> <p>-improve filing of classwork - TECHS/AZEM/ED</p> <p>-Improve marking of classwork - ALL TEACHERS</p> <p>-Additional hand sanitiser by bisque shelves - ED / AZEM DONE</p> <p>-Additional hand sanitiser at the end of wheel benches ED/AZEM DONE</p> <p>-Add sanitation of green bucket handles to sanitation checklist AZEM - there is no sanitation checklist for cremer in place. Lewis said systems are not finalised yet</p>			
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			<ul style="list-style-type: none"> - Ensure that disinfectant is being added to green buckets by tech team cremer st LEWIS - supplies are there need to add to their checklist (checklists are currently being created for new site) - Give teachers a list of people refunded where possible (DONE, Stella) - Use consistent wording CLASS REGISTER in subject line of all emails with registers to enable teachers to search (noted, Stella) 			
Getting Or spreading Corona virus by not cleaning surfaces, equipment and workstations	Students, teachers, tech Team, managers, visitors	<p>Add disinfectant materials to use on all door handles, padlocks and Kiln lids.</p> <p>Provide cleaning materials and nitrile gloves for staff to use on vacuums and mops.</p> <p>Provide disinfectant cleaning materials for members to apply after using wheels, ware boards, wheel benches and mops.</p>	Ensure door handles, padlocks and Kiln lids are on the sanitation checklist [stella, DONE]			
Poor workplace ventilation leading to risks of spreading coronavirus	Anyone entering the site	<p>Keep front door open when possible and where not ventilate before each class</p> <p>Make sure heaters are correctly set.</p>				

Failure to accommodate and ensure social distancing	All users	<p>Staff monitoring in place</p> <p>Phone calls, written protocol, training meetings for staff to reinforce messaging following inspections (this week 12 November)</p> <p>Floor tape and distancing reminder spots.</p> <p>Separate tables and wheel-benches with cleanable dividers.</p> <p>Ensure all staff, members and students are wearing face masks</p> <p>Covid-Secure Inspections of classes carried out week of 2nd November</p> <p>Headsets distributed week of 9th November to enable higher volume</p> <p>Clear visors worn by all staff members</p>				
Increased risk of infections and complications for vulnerable users	Vulnerable users. High risk demographics, less abled users	<p>Solicit feedback on vulnerability by email</p> <p>Vulnerable students rescheduled onto future courses</p> <p>Follow current government guidelines for businesses on test and trace app</p>	Tallie to read up to date guidance on test and trace	<p>INSpection of classes to ensure that social distancing is rigorously followed</p> <p>Enforce in teacher training meeting</p>		Tallie 12/11/2020
Mental health and wellbeing affected through	Teachers, technicians	<p>Follow HSE guidance on stress and mental health</p> <p>1. Talk openly with workers</p>				Teacher training meeting 12/11/2020

isolation or anxiety about coronavirus		<p>about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through</p> <p>2. Involve workers in completing risk assessments so they can help identify potential problems and identify solutions.</p> <p>Keep workers updated on what is happening so they feel involved and reassured</p> <p>3. Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hour</p>				
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Location: Learning Hub, Argall Avenue

Policy review following UK government status updates week of 9/11/2020

Risk assessment carried out by: Tallie Maughan

Identified Hazards?	Who may be affected	Actions	Additional measures	Personnel specific	When is the action due by?	Date completed
Getting or spreading Coronavirus from inadequate hand hygiene	Students, teachers, tech team, managers, visitors, delivery drivers	<p>Ensure adequate stations for hand hygiene and prompts on handwashing are in place throughout the studio sites. These need to be indicated or available at main entrances.</p> <p>Provide information on how to wash hands and display posters in bathrooms and by sinks.</p> <p>Provide water, soap and drying facilities at required locations. Alternatively ensure hand sanitiser gel is available where necessary.</p> <p>6. Decide if further washing locations needed based on number of users -currently satisfactory - not high demand due to staggered entry times.</p> <p>Anti bac in wash buckets.</p> <p>Working with clay requires regular handwashign by necessity so monitoring not so important</p>		<p>Provide policy guidance and reminders to teachers who are managing students, ensure that policies are implemented</p> <p>Duty managers to check and replenish hand sanitisers daily where necessary. - ADD TO SANITATION CHECKLIST</p>	check	check
Getting or spreading coronavirus in common use	Students, teachers, tech team, managers,	<p>Assessment of risk where people congregate carried out</p> <p>Assessment of high contact areas</p>	Document risk management in storage shelf aisles.	Teachers to manage student congregation on arrival and		

<p>high traffic areas such as corridors, storage areas, doorways, bathrooms and changing areas.</p>	<p>visitors, delivery drivers</p>	<p>-sanitation checklist in place</p> <p>Assessment of frequent touch hard to clean places [high water environment - doesn't apply]</p> <p>Provide disinfectant cleansing sprays and signage for people to clean up after using frequently touched areas. Such as glaze buckets, utensils and surfaces.</p> <p>Add Dettol disinfectant to Green Bucket Washing systems.</p> <p>Keep spare supplies.</p> <p>Provide Blue nitrile gloves for those who are susceptible to skin irritations from the disinfectant.</p> <p>On-duty staff to wear clear visors or face masks</p> <p>Reduce the need for people to move around your site as far as possible. This will reduce the potential spread of any contamination through touched surfaces</p> <p>-in built into the organisation of the furniture with tool sets per unit</p> <p>Avoid sharing work equipment by allocating it on personal issue or put cleaning regimes in place to clean between each user - own tools, sanitising spray to clean work station before and after</p>	<p>Add signage: No food in the studio</p> <p>Remove bin lids to prevent touching</p> <p>Staff monitoring of practices - teachers - reinforce at meeting 12/11/2020</p> <p>Create limits for congregation areas</p> <p>Limit number of users with signage</p> <p>Create 'drop zones' where necessary for tool sharing</p> <p>Signage to let people know what to do if they have irritated skin</p>	<p>departure as well as cleaning and demonstration times; provide headsets and amplification for instructions and demonstrations to prevent expectorant delivery whilst talking loudly.</p> <p>HEADSETS DELIVERED - STELLA TO WHATSAPP MESSAGE - TELL THEM THERE ASKFOR FEEDBACK ON DIFFUCULTY</p> <p>Teachers to wear clear vinyl headset visors [WHATSAPP MSG TO SUGGEST THEY ARE AVAILABLE]</p>		
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		<p>Identify other areas that will need cleaning to prevent the spread of coronavirus, eg canteens, rest areas, welfare facilities, vehicles and specify the frequency and level of cleaning and who will do it - sanitation checklist carried [when and by whom]</p> <p>Bin provision adequate?</p> <p>Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects - we keep a clear space as a matter of course due to sharing rules - cleaning and clearing is conducted multiple times a day and efficiently at the end of the day.</p> <p>Provide disinfectant cleansing sprays and signage for people to clean up after using frequently touched areas. Such as glaze buckets, utensils and surfaces.</p>				
Getting Or spreading Corona virus by not cleaning surfaces, equipment and workstations	Students, teachers, tech Team, managers, visitors	<p>Add disinfectant materials to use on all door handles, padlocks and Kiln lids.</p> <p>Provide cleaning materials and nitrile gloves for staff to use on vacuums and mops.</p> <p>Provide disinfectant cleaning materials for members to apply after using wheels, ware boards, wheel benches and mops.</p>	<p>Ensure door handles, padlocks and Kiln lids are on the sanitation checklist [STELLA]</p> <p>-All teachers to reinforce need for social distancing at the beginning of each session -ALL -Debrief for students after each session asking them for</p>			

			<p>comments to improve distancing -ALL - student comments area to be added to the teacher's docs - DONE - a way to give feedback on social distancing (emailing teacher or info@)to be added by teachers to class debrief to give further ways to comment - ALL - feedback mechanisms added to teachers covid doc - AZEM - Whiston Road monday class needs thermometer and checklist -DONE -improve filing of classwork - TECHS/AZEM/ED -Improve marking of classwork - ALL -Additional hand sanitiser by bisque shelves - ED DONE / AZEM -Additional hand sanitiser at the end of wheel benches ED DONE/AZEM -Add sanitation of green bucket handles to sanitation checklist STELLA TO DO</p>			
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			<ul style="list-style-type: none"> - Ensure that disinfectant is being added to green buckets by tech team cremer st LEWIS - Give teachers a list of people refunded where possible STELLA (DONE) - Use consistent wording CLASS REGISTER in subject line of all emails with registers to enable teachers to search STELLA (WILL DO) 			
Poor workplace ventilation leading to risks of spreading coronavirus	Anyone entering the site	<p>Keep marked windows open</p> <p>Signage to explain why certain windows are to be kept open</p> <p>Make sure heaters are correctly set.</p>				
Failure to accommodate and ensure social distancing	All users	<p>Staff monitoring in place</p> <p>Phone calls, written protocol, training meetings for staff to reinforce messaging following inspections (this week 12 November)</p> <p>Floor tape and distancing reminder spots.</p> <p>Separate tables and wheel-benches with cleanable</p>	<p>Put in wood for table</p> <p>Plumb in sink</p> <p>Dividers</p> <p>THURSDAY 3rd DECEMBER</p>			

		<p>dividers.</p> <p>Ensure all staff, members and students are wearing face masks</p> <p>Covid-Secure Inspections of classes carried out week of 2nd November</p> <p>Headsets distributed week of 9th November to enable higher volume and increase demonstration distances</p> <p>Clear visors worn by all staff members</p>				
Increased risk of infections and complications for vulnerable users	Vulnerable users. High risk demographics, less abled users	<p>Solicit feedback on vulnerability by email</p> <p>Vulnerable students rescheduled onto future courses</p> <p>Follow current government guidelines for businesses on test and trace app</p>	Tallie to read up to date guidance on test and trace	<p>Inspection of classes to ensure that social distancing is rigorously followed</p> <p>Enforce in teacher training meeting</p>		Tallie 12/11/2020
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Teachers, technicians	<p>Follow HSE guidance on stress and mental health</p> <ol style="list-style-type: none"> 4. Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through 5. Involve workers in completing risk assessments so they can help identify potential 				Teacher training meeting 12/11/2020

		<p>problems and identify solutions.</p> <p>Keep workers updated on what is happening so they feel involved and reassured</p> <p>6. Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hour</p>				
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Location: In Production, Argall Avenue

Policy review following UK government status updates week of 9/11/2020

Risk assessment carried out by: Tallie Maughan

Identified Hazards?	Who may be affected	Actions taken (a)	Additional measures (b)	Personnel specific c)	When is the action due by?	Date completed
Getting or spreading Coronavirus from inadequate hand hygiene	Members, turning earth team, visitors, delivery drivers	<p>1 Ensure adequate stations for hand hygiene and prompts on handwashing are in place throughout the studio sites. These need to be indicated or available at main entrances (and available for delivery drivers.) A station with handsanitiser gel at the entrance, and one with the cleaning products 3 sinks with handwashing soap</p> <p>7. Provide information on how to wash hands and display posters in bathrooms and by sinks. One currently in bathroom</p> <p>8. Signage in area kitchen to indicate hand washing required when using shared implements and utensils.</p> <p>9. Decide if further washing locations needed based on number of users -currently satisfactory -</p>	<p>3. Additional signage to ask people to report drying or cracking hands</p> <p>4. On duty staff to be tasked with monitoring handwashing - difficult given the processes involved, although we are happy that handwashing is integral to processes involved with using clay. Antibac added to mitigate risk</p>	<p>1. Duty managers to check and replenish hand sanitisers daily where necessary. -Part of opening procedure</p>		Stella done signs 18/11

		<p>not high demand due to staggered entry times.</p> <p>Anti bac in wash buckets.</p> <p>Working with clay requires regular handwashign by necessity so monitoring not so important</p>				
<p>Getting or spreading coronavirus in common use high traffic areas such as corridors, storage areas, doorways, bathrooms and changing areas.</p>	<p>Members, team, Visitors, delivery drivers</p>	<p>19. Assessment of risk where people congregate carried out - In between shelf aisles - 1 person allowed with signage in place</p> <p>20. Assessment of high contact areas -sanitation checklist in place -checklist overseen by studio lead, carried out by members</p> <p>21. Assessment of frequent touch hard to clean places [high water environment - doesn't apply]</p> <p>22. Clear Signage situated on each row indicating there is space provision for one person at a time in the storage shelf aisles.</p> <p>23. Limit number of users - congregation management app in</p>	<p>20a At clay cleaning area congregation sign required - sign saying one person at a time - Stella DONE</p> <p>21a add slabroller to the sanitation checklist - Stella DONE</p>		<p>24a studio lead monitoring; all members using</p>	<p>a) At reopening/ May 2020</p>

		<p>place and in use - Timetree</p> <p>24. Provide disinfectant cleansing sprays and signage for people to clean up after using frequently touched areas. Such as glaze buckets, utensils and surfaces.</p> <p>25. Add Dettol disinfectant to Green Bucket Washing systems.</p> <p>26. Keep spare supplies of cleaning product.</p> <p>27. All members and visitors to wear masks when there are more than two people present in the studio</p> <p>28. clearly display by signage visible from the mezzanine entrance that the mezzanine is limited to the 2 people.</p> <p>29. Sign on door saying one person in glaze room</p> <p>30. Sign on door saying one person in kitchen</p> <p>31. Signage: Do not share food.</p> <p>32. Reduce the need for people to move around your site as far as possible. This will reduce the potential spread of any contamination through touched</p>				
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		<p>surfaces -in built into the reorganisation of the furniture - has been moved back with perspex screens installed w/of 2nd November</p> <p>33. Avoid sharing work equipment by allocating it on personal issue or put cleaning regimes in place to clean between each user - own tools, sanitising spray to clean work station before and after available at each work station</p> <p>34. identify other areas that will need cleaning to prevent the spread of coronavirus, eg canteens, rest areas, welfare facilities, vehicles and specify the frequency and level of cleaning and who will do it - sanitation checklist every two hours</p> <p>35. bin provision adequate 4 inside and 2 outside</p> <p>36. Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects - we keep a clear space as a matter of course - cleaning and clearing is conducted multiple times a day</p>				
Getting Or spreading Coronavirus	Members, Team and students	4. Provide disinfectant cleaning materials for	1 ADD padlocks and Kiln lids TO SANITATION CHECKLIST 2 PUT SIGN ON DOOR			1/2B STELLA done

by not cleaning surfaces, equipment and workstations		members to apply after using wheels, ware boards, wheel benches and mops.	REGARDING cleaning vacuum after vacuuming			
Poor workplace ventilation leading to risks of spreading coronavirus	Anyone entering Turning Earth sites	4. E2. Keep rear door open at all times with signage to keep reason clear. And if not raining front door is open 5. Ensure adequate heating				5a monitored by studio lead
Failure to accommodate and ensure social distancing	All users	4. Reorganisation of furniture to enable social distancing -addition of screens last week 2/11/2020 5. Floor tape and distancing reminder spots. 6. Identify where it isn't possible to meet social distancing rules and identify other physical measures to separate people. This can include: >physical screens and splash barriers: Separate tables and wheel-benches with cleanable, impervious divider screens Ensure all staff, members and are wearing face masks Placing members side-by-side rather than	1 Creating a limit on numbers [provisionally 26 - the issue is limitations in different zones: : 8 at the wheels, 1 in the plaster area, 7 private working areas, 10 handbuilding spaces.			

		face-to-face when working				
Increased risk of infections and complications for vulnerable users	Vulnerable users. High risk demographics, less abled users	<ol style="list-style-type: none"> 1. Discuss with employees what their personal risks are and identify what you need to do in each case-Identify how and where someone in one of these categories will work in line with current government guidance- 3 pregnant members in the studio, following social distancing guidelines 2. If they are coming into work identify how you will protect them through social distancing and hygiene procedures- member meetings 3. Follow current government guidelines for employers on the NHS Test and Trace service - attendance managed through timetree app 				Tallie to look at guidance test and trace

<p>Mental health and wellbeing affected through isolation or anxiety about coronavirus</p>	<p>Workers</p>	<p>Follow HSE guidance on stress and mental health</p> <ol style="list-style-type: none"> 7. Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through 8. Involve workers in completing risk assessments so they can help identify potential problems and identify solutions. <p>Keep workers updated on what is happening so they feel involved and reassured</p> <ol style="list-style-type: none"> 9. Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hour 	<ol style="list-style-type: none"> 1. One to one between Grace and Lewis required 		<p>Tallie Checked in with Grace/studio leader on mental health 11/11/2020</p> <p>Management team Group call with In Production regarding risk assessment 11/11/2020</p>	<p>1. B Grace and Lewis 1-1 check in needed 11/2020</p>
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Location: 11 Argall Avenue

Policy review following UK government status updates week of 07/12/2020

Risk assessment carried out by: Ed Maughan

Identified Hazards?	Who may be affected	Actions taken (a)	Additional measures (b)	Personnel specific c)	When is the action due by?	Date completed
Getting or spreading Coronavirus from inadequate hand hygiene	Members, team, visitors, delivery drivers	<p>10. Ensure adequate stations for hand hygiene and prompts on handwashing are in place throughout the studio sites. These need to be indicated or available at main entrances (and available for delivery drivers.) A station with hand sanitiser gel at each of four entrances 5 sinks with handwashing soap</p> <p>11. Provide information on how to wash hands and display posters in bathrooms and by sinks. -in kitchen, bathroom in detail, and larger reminder signs in the main space</p> <p>12. Signage in area kitchen to indicate hand washing required when using shared implements and utensils.</p>	<p>5. On duty staff to be tasked with monitoring handwashing - difficult given the processes involved, although we are happy that handwashing is integral to processes involved with using clay. Antibac added to mitigate risk</p>	<p>1. Duty managers to check and replenish hand sanitisers daily where necessary. -Part of opening procedure?</p>		July

		<p>13. Decide if further washing locations needed based on number of users -currently satisfactory - not high demand due to staggered entry times.</p> <p>Anti bac in wash buckets. Working with clay requires regular hand washing by necessity - antibac added to all wash buckets</p>				
Getting or spreading coronavirus in common use high traffic areas such as corridors, storage areas, doorways, bathrooms and changing areas.	Members, team, visitors, delivery drivers	<p>37. Assessment of risk where people congregate carried out -Glaze area 3 people -Aisles 1 person -Kitchen 3 people - Staff monitoring of practices - Created limits for these area</p> <p>38. Assessment of high contact areas -sanitation checklist in place</p> <p>39. Assessment of frequent touch hard to clean places [high water environment - doesn't apply]</p> <p>40. Clear Signage situated on each row indicating there is space provision for one person at a time in the storage shelf aisles.</p>	<p>Put up signs to make people aware of space limitations</p> <p>16b Update the sanitising checklist DONE</p>		<p>10 b) Ed/Stella November DONE</p> <p>16 a) Ed updating the sanitising checklist and checking its been done - ongoing monitoring DONE +ONGOING</p>	a) At reopening/ July 2020

		<p>41. Limit number of users with signage. 1 in E10</p> <p>42. Provide disinfectant cleansing sprays and signage for people to clean up after using frequently touched areas. Such as glaze buckets, utensils and surfaces.</p> <p>43. Add Dettol disinfectant to Green Bucket Washing systems.</p> <p>44. Keep spare supplies.</p> <p>45. Provide Blue nitrile gloves for those who are susceptible to skin irritations from the disinfectant.</p> <p>46. On duty staff to wear clear visors or face masks</p> <p>47. Signage: Do not share food.</p> <p>48. Remove sign-in book and pens. All sign-in data to be collected via online book in system.</p> <p>49. Reduce the need for people to move around your site as far as possible. This will reduce the potential spread of any contamination</p>				
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		<p>through touched surfaces -in built into the reorganisation of the furniture</p> <p>50. Avoid sharing work equipment by allocating it on personal issue or put cleaning regimes in place to clean between each user - own tools, sanitising spray to clean work station before and after</p> <p>51. Identify other areas that will need cleaning to prevent the spread of coronavirus, eg canteens, rest areas, welfare facilities, vehicle sand specify the frequency and level of cleaning and who will do it - sanitation checklist carried out 3 times a day. Ed and Stella</p> <p>52. Bin provision adequate (5 inside)</p> <p>53. Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects - we keep a clear space as a matter of course due to sharing rules - cleaning and clearing is conducted multiple times a day and efficiently at the end of the day.</p>				
Getting Or spreading Corona virus	Members, Team and students	5. Add disinfectant materials to use on all door handles, padlocks				

by not cleaning surfaces, equipment and workstations		<p>and Kiln lids.</p> <p>6. Provide cleaning materials and nitrile gloves for staff to use on vacuums and mops.</p> <p>7. Provide disinfectant cleaning materials for members to apply after using wheels, ware boards, wheel benches and mops.</p>				
Poor workplace ventilation leading to risks of spreading coronavirus	Anyone entering Turning Earth sites	<p>6. Keep main studio door open at all times with signage to keep open with reason clear.</p> <p>7. Keep 4 windows open at all times with signage to keep open with reason clear.</p> <p>8. Make sure heaters are correctly set.</p>				
Failure to accommodate and ensure social distancing	All users	<p>7. Reorganisation of furniture to enable social distancing and addition of screens</p> <p>8. Floor tape and distancing reminder spots.</p> <p>9. Identify where it isn't possible to meet social distancing rules and use other physical measures to separate people. This</p>				

		<p>can include:</p> <ul style="list-style-type: none"> - physical screens and splash barriers: <ul style="list-style-type: none"> - Separate wheel-benches with cleanable, impervious divider screens - Ensure all staff, members and are wearing face masks - Placing members side-by-side rather than face-to-face when working and where not possible dividers added <p>Provide information, instruction and training to people to understand what they need to do - emails or whatsapp - written messages and included in induction</p> <p>Provide signage and ways to communicate to non-employees what they need to do to maintain social distancing - communicated in writing to members using whatsapp and email</p>				
Increased risk of infections and complications for vulnerable users	Vulnerable users. High risk demographic s, less abled users	<p>Discuss with employees what their personal risks</p> <p>Follow current government guidelines for employers on theNHS Test and Trace service</p>			'tallie look at guidance test and trace	2nd Nov
Mental health and wellbeing affected	Workers	Follow our guidance on stress and mental health-Have regular keep in touch meetings/calls with				

<p>through isolation or anxiety about coronavirus</p>		<p>people working at home to talk about any work issues -Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through-Involve workers in completing risk assessments so they can help identify potential problems and identify solutions - zoom meeting on 11th November-Keep workers updated on what is happening so they feel involved and reassured-Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hour - check ins</p>				
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