

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 changes in public health advice.

Identified Hazards?	Who may be affected	Actions taken (a)	Additional measures (b)	Personnel specific c)
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 centres whilst attending courses in order to ensure they're not on site with symptomless transmittable levels of COVID-19 	<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
Getting or spreading Coronavirus	Members, team, visitors,	<ol style="list-style-type: none"> 1. Ensure adequate stations for hand hygiene and prompts on handwashing are in place throughout the studio 	<ol style="list-style-type: none"> 1. Additional signage to ask people to report drying or cracking hands 	1.Duty managers to check and replenish hand sanitisers daily where necessary (Part of

<p>from inadequate hand hygiene</p>	<p>delivery drivers</p>	<p>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</p> <ol style="list-style-type: none"> 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 staggered entry times. <p>Anti bac in wash buckets. Working with clay requires regular hand washing by necessity - antibac added to all wash buckets</p>	<ol style="list-style-type: none"> 2. On duty staff to be tasked with monitoring handwashing <ul style="list-style-type: none"> - 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>opening procedure)</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 -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 	<p>10a Signage up to make people aware about risks to hands.</p> <p>16a Updated the sanitising checklist</p>	

		<p>there is space provision for one person at a time in the storage shelf aisles.</p> <ol style="list-style-type: none"> 5. Limit number of users with signage. 2 in E2 6. Provide disinfectant cleansing sprays and signage for people to clean up after using frequently touched areas. Such as glaze buckets, utensils and surfaces. 7. Add Dettol disinfectant to Green Bucket Washing systems. 8. Keep spare supplies. 9. Provide Blue nitrile gloves for those who are susceptible to skin irritations from the disinfectant. 10. On duty staff to wear clear visors or face masks 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. 12. Signage: Do not share food. 13. Remove sign-in book and pens. All sign-in data to be collected via online book in system. 14. 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 reorganisation of the furniture 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 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 		
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		<p>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 - 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 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. 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 possible to meet social distancing rules and use other physical measures to separate people. This can include: >physical screens and splash barriers: <ul style="list-style-type: none"> - Separate tables and wheel-benches 		

		<p>with cleanable, impervious divider screens</p> <ul style="list-style-type: none"> - 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>		
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Workers	<p>Follow 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
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 hand washing 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>
Getting or spreading coronavirus in common use high traffic areas such as corridors,	Students, teachers, tech team, managers, visitors, delivery drivers	<p>Assessment of risk where people congregate carried out</p> <p>Assessment of high contact areas -sanitation checklist in place</p>	<p>Document risk management in storage shelf aisles. - One person at a time - add a sign</p> <p>Added hairdryers in other areas of the studio</p>	<p>Teachers to manage student congregation on arrival and departure as well as cleaning and demonstration times;</p>

<p>storage areas, doorways, bathrooms and changing areas.</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 work station before and after</p> <p>Identify other areas that will need cleaning to prevent the spread of coronavirus, canteens, rest areas, welfare facilities, vehicles and specify the frequency and level of cleaning and who will do it - sanitation checklist carried</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>Added signage: No food in the studio</p> <p>Removed 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 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 done to let people know what to do if they have irritated skin</p> <p>Ensured we have enough tools - scrapers, knives (serrated and rubber) yellow graters, sponge sticks, spoons, tongs, (with extras) 15 for 12 people class capacity</p> <p>Added coat hooks to spread out - Lewis to do week of 17/11</p> <p>Make glaze buckets moveable around the studio</p>	<p>provide headsets 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>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>Ordered from potclays 15 x 10L buckets</p> <p>Install ramp over gulley</p> <p>Wheels added</p> <p>Smaller buckets</p> <p>All teachers to reinforce need for social distancing at the beginning of each session</p> <p>Debrief for students after each session asking them for comments to improve distancing</p> <p>student comments area to be added to the teacher's docs</p> <p>A way to give feedback on social distancing (emailing teacher or info@) added by teachers to class debrief to give further ways to comment</p> <p>Whiston Road monday class needs thermometer and checklist (done)</p> <p>Improve filing of classwork</p> <p>Improve marking of classwork</p> <p>Additional hand sanitiser by bisque shelves</p> <p>Additional hand sanitiser at the end of wheel benches</p> <p>Add sanitation of green bucket handles to sanitation checklist</p>	
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			<p>Ensure that disinfectant is being added to green buckets by tech team cremer st</p> <p>Give teachers a list of people refunded where possible Use consistent wording CLASS REGISTER in subject line of all emails with registers to enable teachers to search</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>	Ensure door handles, padlocks and Kiln lids are on the sanitation checklist	
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>		

		Headsets distributed week of 9th November to enable higher volume Clear visors worn by all staff members		
Increased risk of infections and complications for vulnerable users	Vulnerable users. High risk demographics, less abled users	Solicit feedback on vulnerability by email Vulnerable students rescheduled onto future courses Follow current government guidelines for businesses on test and trace app	Tallie to read up to date guidance on test and trace	Inspection of classes to ensure that social distancing is rigorously followed Enforce in teacher training meeting
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Teachers, technicians	Follow HSE guidance on stress and mental health <ol style="list-style-type: none"> 1. 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 2. Involve workers in completing risk assessments so they can help identify potential problems and identify solutions. Keep workers updated on what is happening so they feel involved and reassured 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 		

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
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 hand washing 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>
Getting or spreading coronavirus in common use high traffic areas such as corridors,	Students, teachers, tech team, managers, visitors, delivery drivers	<p>Assessment of risk where people congregate carried out</p> <p>Assessment of high contact areas -sanitation checklist in place</p> <p>Assessment of frequent touch hard to clean places [high</p>	<p>Document risk management in storage shelf aisles.</p> <p>Add signage: No food in the studio</p>	<p>Teachers to manage student congregation on arrival and departure as well as cleaning and demonstration times; provide headsets and</p>

<p>storage areas, doorways, bathrooms and changing areas.</p>		<p>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 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</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</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>amplification for instructions and demonstrations to prevent expectorant delivery whilst talking loudly (headset delivered -messed them to let us know if they have problems with those)</p> <p>Teachers to wear clear vinyl headset visors [WHATSAPP MSG SENT TO SUGGEST THEY ARE AVAILABLE]</p>
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		people to clean up after using frequently touched areas. Such as glaze buckets, utensils and surfaces.		
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>Ensured door handles, padlocks and Kiln lids are on the sanitation checklist</p> <ul style="list-style-type: none"> -All teachers to reinforce need for social distancing at the beginning of each session -Debrief for students after each session asking them for comments to improve distancing - student comments area to be added to the teacher's docs - a way to give feedback on social distancing to be added by teachers to class debrief to give further ways to comment - feedback mechanisms added to teachers covid doc - Whiston Road monday class needs thermometer and checklist -improve filing of classwork -Improve marking of classwork -Additional hand sanitiser by bisque shelves -Additional hand sanitiser at the end of wheel benches -Add sanitation of green bucket handles to sanitation checklist - Ensure that disinfectant is being added to green buckets by tech team cremer st - Give teachers a list of people refunded where possible - Use consistent wording CLASS REGISTER in subject line of all emails with registers to enable teachers to search 	

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 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>	<p>Put in wood for table</p> <p>Plumb in sink</p> <p>Dividers (done)</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 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>
Mental health and wellbeing affected through isolation	Teachers, technicians	<p>Follow HSE guidance on stress and mental health</p> <p>4. Talk openly with workers about the possibility</p>		

<p>or anxiety about coronavirus</p>		<p>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>5. 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>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)
Getting or spreading Coronavirus from inadequate hand hygiene	Members, turning earth team, 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 (and available for delivery drivers.)</p> <p>A station with hand sanitizer gel at the entrance, and one with the cleaning products</p> <p>3 sinks with hand washing soap</p> <p>Provide information on how to wash hands and display posters in bathrooms and by sinks.</p> <p>One currently in bathroom</p> <p>Signage in area kitchen to indicate hand washing required when using shared implements and utensils.</p> <p>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 hand washing by necessity so monitoring not so important.</p>	<p>Additional signage to ask people to report drying or cracking hands</p> <p>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>
Getting or spreading coronavirus in common use	Members, team, Visitors, delivery	<p>19. Assessment of risk where people congregate carried out</p> <ul style="list-style-type: none"> - In between shelf aisles - 1 person allowed with signage in place 	<p>20a At clay cleaning area congregation sign required - sign saying one person at a</p>	

<p>high traffic areas such as corridors, storage areas, doorways, bathrooms and changing areas.</p>	<p>drivers</p>	<ol style="list-style-type: none"> 20. Assessment of high contact areas -sanitation checklist in place -checklist overseen by studio lead, carried out by members 21. Assessment of frequent touch hard to clean places [high water environment - doesn't apply] 22. Clear Signage situated on each row indicating there is space provision for one person at a time in the storage shelf aisles. 23. Limit number of users - congregation management app in place and in use - Timetree 24. Provide disinfectant cleansing sprays and signage for people to clean up after using frequently touched areas. Such as glaze buckets, utensils and surfaces. 25. Add Dettol disinfectant to Green Bucket Washing systems. 26. Keep spare supplies of cleaning products. 27. All members and visitors to wear masks when there are more than two people present in the studio 28. clearly display by signage visible from the mezzanine entrance that the mezzanine is limited to the 2 people. 29. Sign on door saying one person in glaze room 30. Sign on door saying one person in kitchen 31. Signage: Do not share food. 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 surfaces -in built into the reorganisation of the furniture - has been moved back with perspex screens installed w/of 2nd November 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 	<p>time</p> <p>21a add slabroller to the sanitation checklist</p>	
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		<p>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 by not cleaning surfaces, equipment and workstations	Members, Team and students	<p>4. Provide disinfectant cleaning materials for members to apply after using wheels, ware boards, wheel benches and mops.</p>	<p>1. Add padlocks and kiln lids to sanitation checklist</p> <p>2. Put sign on door regarding cleaning vacuum after vacuuming</p>	
Poor workplace ventilation leading to risks of spreading coronavirus	Anyone entering Turning Earth sites	<p>4. E2. Keep rear door open at all times with signage to keep reason clear. And if not raining front door is open</p> <p>5. Ensure adequate heating</p>		
Failure to accommodate and ensure social distancing	All users	<p>4. Reorganisation of furniture to enable social distancing -addition of screens last week 2/11/2020</p> <p>5. Floor tape and distancing reminder spots.</p> <p>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:</p> <p>Separate tables and wheel-benches with cleanable,</p>	<p>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.</p>	

		<p>impervious divider screens Ensure all staff, members and are wearing face masks Placing members side-by-side rather than face-to-face when working</p>		
<p>Increased risk of infections and complications for vulnerable users</p>	<p>Vulnerable users. High risk demographics, less abled users</p>	<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 		

<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. Keep workers updated on what is happening so they feel involved and reassured 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 	
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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)
<p>Getting or spreading Coronavirus from inadequate hand hygiene</p>	<p>Members, team, visitors, delivery drivers</p>	<p>7. 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>8. 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>9. Signage in area kitchen to indicate hand washing required when using shared implements and utensils.</p> <p>10. 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>	<p>3. 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.</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"> 37. Assessment of risk where people congregate carried out <ul style="list-style-type: none"> -Glaze area 3 people -Aisles 1 person -Kitchen 3 people <ul style="list-style-type: none"> - Staff monitoring of practices - Created limits for these area 38. Assessment of high contact areas <ul style="list-style-type: none"> -sanitation checklist in place 39. Assessment of frequent touch hard to clean places [high water environment - doesn't apply] 40. Clear Signage situated on each row indicating there is space provision for one person at a time in the storage shelf aisles. 41. Limit number of users with signage. 1 in E10 42. Provide disinfectant cleansing sprays and signage for people to clean up after using frequently touched areas. Such as glaze buckets, utensils and surfaces. 43. Add Dettol disinfectant to Green Bucket Washing systems. 44. Keep spare supplies. 45. Provide Blue nitrile gloves for those who are susceptible to skin irritations from the disinfectant. 46. On duty staff to wear clear visors or face masks 47. Signage: Do not share food. 48. Remove sign-in book and pens. All sign-in data to be collected via online book in system. 49. 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 <ul style="list-style-type: none"> -in built into the reorganisation of the furniture 	<p>Put up signs to make people aware of space limitations</p> <p>16b Updated the sanitising checklist</p>	
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Getting Or spreading Corona virus by not cleaning surfaces, equipment and workstations	Members, Team and students	<p>5. Add disinfectant materials to use on all door handles, padlocks 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</p>		

		<p>separate people. This 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 demographics, less abled users	<p>Discuss with employees what their personal risks</p> <p>Follow current government guidelines for employers on the NHS Test and Trace service</p>		
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Workers	<p>Follow 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>		