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Assessor name	Jessica Shorten	Affected site(s)	art-K Shepherds Bush Ltd (W12 9BL)
Assessment date	19/07/2022	Review period	Custom
Approved by	David Harper	Review date	31/12/2027
Approved date	19/07/2022	Reference	ART1530546



Workspace(s)	Description
 Office  Outside Area	<p>This Risk Assessment is for art-K Shepherds Bush.</p> <p>This risk assessment sets out the controls that will be in place for the workplace and work activities in order to reduce the risk of the transmission of infection and demonstrate that the organisation is suitably managed to reduce infection.</p> <p>The main features of this control is</p> <ul style="list-style-type: none"> - cleaning of all surfaces and equipment used between sessions - students to wash their hands on entering and leaving the club.

Overall risk rating : 10 (High)

Hazard	Who could be harmed and how?	Existing controls
 <p>2. Hygiene Control Poor hand hygiene and respiratory hygiene control may lead to an increase in surface contamination.</p>	<p>All staff, Contractors</p> <p>Visitors, Children and young People, Parents</p> <p>How? Increased risk of surfaces becoming contaminated with pathogens including Covid-19 leading to spread of infection.</p>	 <p>Employees and Students Advised To Wash Clothing After Attending</p> <p>Employees and students advised to launder clothes regularly as a matter of routine, but more regularly if there has been contact with a symptomatic student or member of staff.</p> <p>In general, we do not offer aprons to students at our studios.</p>  <p>Good Hand Hygiene Established With Children & Young People</p> <p>Through age-appropriate language, the children & young people will wash their hands as they enter the club, and encouraged to wash their hands as they exit.</p>  <p>Good Respiratory Hygiene</p> <p>Staff, children and young people to practice good respiratory hygiene with immediate disposal of tissues into the bin with regular collections.</p> <p>Through age-appropriate language children and young people will be supported to carry out good hygiene when they cough or sneeze.</p>

Hazard	Who could be harmed and how?	Existing controls
		<div data-bbox="651 259 753 360">  </div> <div data-bbox="778 248 1023 315"> <p>Hand Washing Facilities Provided</p> </div> <div data-bbox="778 327 1023 595"> <p>Students are asked to wash hands before entering the club, in the toilets on site. hand sanitiser is provided in the studio.</p> </div> <div data-bbox="1046 259 1149 360">  </div> <div data-bbox="1174 248 1434 349"> <p>High Standards Of Food Safety In Place</p> </div> <div data-bbox="1174 360 1434 562"> <p>A biscuit may be provided during the art sessions. Students are asked to bring their own drink.</p> </div> <div data-bbox="651 629 753 730">  </div> <div data-bbox="778 618 943 685"> <p>Use Of Face Coverings</p> </div> <div data-bbox="778 696 1023 931"> <p>If employees or children choose to wear face coverings then they will be supported in the settings.</p> </div>

Hazard	Who could be harmed and how?	Existing controls
 <p>3. Movement Of People In The Studio (Including Employees, Parents, Children And Young People) -The attendance of people in the setting will increase the number of people in the premises which may increase the risk of Covid-19 transmission.</p>	<p>All staff, Contractors, Members of the public</p> <p>Visitors, Children & Young People, Parents</p> <p>How? Increased risk of transmission of Covid-19.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p>Information, Instruction and Training Provided To Employees</p> <p>Employees consulted on risks and controls in the work place.</p> <p>Staff communicated with on a regular basis on changes to hazards and controls.</p> <p>Employees receive instruction on studio hygiene.</p> </div> <div style="width: 45%;">  <p>Touch-based Devices Disabled Where Possible</p> <p>Brushes, pencils etc to be washed at end of every session.</p> </div> </div>  <p>Ventilation On Site Increased As Much As Possible.</p> <p>Windows and doors opened as much as possible to increase ventilation - where this does not increase any risks to the safety and security of the children.</p> <p>Use of extraction fans (where available) may be used to increase ventilation, where safe to use.</p> <p>Adjustments to be made to ensure as much ventilation remains in place without causing hazards such as mixing air with other offices, or causing doors to swing shut so quickly they could cause other accidents or alarm.</p> <p>Fire doors will not be propped open.</p> <p>Air Conditioning Sharing the same air with other offices will not be used.</p>

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 <p>5. Individuals Displaying Symptoms - Infection can be spread through coughing, sneezing and just sitting in the same area as other people.</p>	<p>All staff, Contractors</p> <p>Visitors, Children & Young People, Parents</p> <p>How? Ill health can mean time off work or time missed at school.</p>	 <p>Good Hand Washing/Hygiene Procedures Observed</p> <p>Staff should be carrying out regular hand washing for at least 20 seconds using soap and water or use of a sanitiser if this is not available.</p> <p>Students are directed and encouraged to wash their hands before entering the studio.</p>

Further control measures

None required

Operating procedures

Handwashing is mandatory for all staff and students before entering the studio.

Infrared temperature measuring may be used on entry if someone is looking or feeling ill.

Surface cleaning of all occupied art stations after an art session will be done.

Further mitigating actions include:

- Placing students back-to-back or side-to-side when working near a neighbouring table (thereby avoiding face to face interaction between students) if displaying symptoms.

If using face covering follow best practice.

Assessor's signature: Jessica Shorten

Approved by signature: David Harper