

OFF THE RAILS ARTHOUSE

Covid Risk Assessment (v 0608)

Hazards	People Impacted	Controls	Further action	Who will action?	By when
Spread of virus through poor hand hygiene	Tutors Students Groups working on premises	Provide adequate soap and drying facilities, including paper towels	Clear instructions to tutors Supervision and monitoring of tutor actions Signage to remind people of handwashing and use of sanitiser System for purchasing and replenishing sanitiser, soap and towels	SP	End August
		Ensure paper towel bins are disposed of safely after each class		All	Ongoing
		Provide hand sanitiser at all appropriate points		TBC	Mid September
				TBC	Ongoing
Spread of virus through surfaces, equipment and materials	Tutors Students Groups working on premises Other visitors or contractors	Identify surfaces frequently touched, specifically handles, banister, kitchen equipment, doors and handles, worksurfaces, shared resources, e.g. paper	Put in place cleaning system using humidifier to be used at end of each class by tutors Provide sanitising spray for use in common areas, e.g. kitchen, toilets, or for students to use on work areas at start of class Keep doors open at start and finish of workshops	CH to investigate DEW system	End August
				TBC	Before first class or group meeting
				SP as part of general tutor instructions	

		<p>Reduce need for people to move around</p> <p>Avoid sharing equipment</p>	<p>Set up individual socially-distanced workstations</p> <p>Students bring all own equipment and materials as listed in advance by tutors. They will also bring all refreshments, including drinks along with crockery and cutlery. The kettle, fridge and microwaves will not be available at this time. Students should also bring masks and hand sanitiser.</p> <p>Clear downstairs kitchen of crockery and cutlery</p> <p>Ensure upstairs toilet is accessible and functioning</p> <p>Select workshops in first instance which don't need group sessions or demonstrations</p>	<p>All (arrangements to be finalised after 'dummy-run' session)</p> <p>SP or CH while setting up workshops on Eventbrite</p> <p>All</p> <p>TBC</p> <p>TBC</p> <p>All</p>	<p>End August</p> <p>As required</p> <p>End August</p> <p>End August</p> <p>End August</p> <p>Ongoing</p>
<p>Spread of virus in areas of common traffic or through not socially distancing</p>	<p>Tutors</p> <p>Students</p>	<p>Identify areas where people could be in close proximity, e.g. stairs and hallways, kitchen or kettle stations, printroom, tutor demonstrations or crits</p>	<p>Limit number of students per room</p> <p>Provide guidance for one person at a time use of stair and hallways</p> <p>Provide detailed guidance for students, e.g.</p> <ul style="list-style-type: none"> encourage students not to move away from individual workstations 	<p>TBC</p> <p>TBC</p> <p>SP</p> <p>TBC</p>	<p>End August</p> <p>Before first workshop or group meeting</p>

			<ul style="list-style-type: none"> • wear masks if they have to move, e.g to toilet • keep all personal possessions, including coats, in own workstations <p>Tutors to limit numbers for demonstrations or use videos with data projector</p> <p>Discuss with tutors their requirements for own or student face coverings prior to each workshop and convey info to students</p>		As required
Spread of virus through poor ventilation	Tutors Students	<p>Improve airflow where possible</p> <p>Reduce chance of virus transmitted through droplets</p>	<p>Encourage opening of door and windows where possible, even if only in coffee or lunch breaks</p> <p>Signage about closing toilet lid before flushing!</p>		
Spread of virus through infected person attending class	Tutors Students Groups working on premises	<p>Establish contact tracing system</p> <p>Refund policy for anyone who has booked and has symptoms or has to isolate</p>	<p>Names, addresses and contact phone number on booking through Eventbrite</p> <p>Refund policy on website and Eventbrite</p>	<p>SP/CH/AC to discuss</p> <p>All to discuss</p>	