

Risk Assessment

Risk assessment for	Operation of 3D Workshop During WA118 Coronavirus (COVID-19) -		
Campus/Location	Wakefield	Curriculum/ Service Area	Art and Design
Date of initial assessment Updated	15/09/2020 27/10/2020	Name of person (Risk Assessor)	Gary Jones
Reviewed by		Reviewed by	
Issued for consultation with/on		Response Received	
Who might be harmed and how?			
Staff/Students ✓	Biological		
Support Staff ✓	Biological	Other (Please specify)	

What are the hazards? (e.g. mechanical, electrical, chemical, biological, noise, trip hazards, manual handling, working at height.)	What control measures are already in place?
1. Physical space, movement,	<p>Social distancing to be enforced in line with Government guidance (1m plus) where possible.</p> <p>Staff will maintain 2m distancing from adult students and each other where possible.</p> <p>A maximum of 6 student to use the room at any given time.</p> <p>Students will use specified workstations.</p> <p>Because of space restrictions only 1 person at any one time allowed in the sink area.</p>

What are the hazards? (e.g. mechanical, electrical, chemical, biological, noise, trip hazards, manual handling, working at height.)	What control measures are already in place?
2. Infection Protection and Control (including PPE)	<p>Advise staff/students that they should not attend College if they are displaying symptoms of Covid-19 or members of their household are displaying symptoms: temperature, new cough, new loss of smell, taste</p> <p>Mandatory wearing of face masks (unless exempt for medical reasons, blue lanyard or sunflower worn indicating exemption) in lifts, corridors, stairwells, social spaces, signage displayed reminding staff, students, visitors. Lockdown message also reinforcing the message periodically throughout the day.</p> <p>All staff issued with a reusable face mask, students supplied with reusable face mask or disposable face mask. Duty Managers/ Security challenge anyone not wearing or not wearing correctly face masks whilst in the social areas</p> <p>Implementation of sanitisation process with a chemical that protects all surfaces from Covid-19 for 30 day period. All classrooms, offices, staff rooms, social spaces will be treated within a 28 day cycle to maintain protection</p> <p>PPE should be used as required by specific activity.</p> <p>Students should not share tools and equipment in the workshop.</p> <p>Tools and equipment to be wiped and cleaned at the end of a session.</p> <p>Waste materials (clay, plaster etc.) to be disposed of at the end of a session.</p> <p>Disposable gloves and masks to be disposed of safely at the end of a session.</p>

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3. Additional Staff and Student Welfare Measures	<p>High risk illness students will be identified through their tutors. Separate risk assessment carried out to identify any additional control measures/ amendments to their working/ study required. (See Individuals with Increased Risk Factors separate risk assessment)</p> <p>Staff who in certain situations cannot maintain the 1+m social distancing will be provided with disposable gloves, apron and face mask and/or shield</p>
4. Managing Symptoms	<p>Students displaying symptoms in the workshop to be sent home, advised to request a test via the NHS on line Track and Trace service www.nhs.uk/coronavirus or by calling 119 if no access to internet.</p>

Are extra precautions needed?		
If yes, please describe.	Who has been asked to do this?	By what date?
Review guidelines from Government and DfE for updates/amendments and review/update risk assessments. Updates/amendments will be communicated to all staff	Health and Safety	As changes occur

	Review 1	Review 2	Review 3	Review 4	Review 5
Name					

Date					
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