

RISK ASSESSMENT (COVID-19) – COURSES

Compiled by Martin Damen on 17 Jul 20

INTRODUCTION

For consistency with the rest of this Risk Assessment:

NATURE OF HAZARD: The hazard is the passing of the COVID-19 infection between individuals. The infection can be passed on by:

- Direct transmission as a result of individuals coughing or sneezing.
- Indirect transmission by contact with contaminated surfaces.

WORST OUTCOME: Fatality.

GROUPS AT RISK:

- Tutor.
- Students.
- Tutor's Spouse.

ESTIMATION OF RISK:

- Severity: The severity of the risk is considered to be *Moderate* (and not "extreme" or "serious"). This is based on the fact the Government considers the risk to be at such a level to allow the re-opening of businesses.
- Likelihood: The likelihood of the risk is considered to be *Possible*. This is based on the fact the Government considers the risk to be at such a level to allow the re-opening of businesses. It would be hoped that once a vaccine is widely available the likelihood of risk would be lowered to *Remote*.

PRECAUTIONS

MITIGATION

The following mitigating measures are in place:

- Initially, courses will only be available on a Private Tuition basis for no than more 2 students from the same household or support bubble.
- Students will be sat at an angle facing away from each other.

ADMINISTRATIVE MEASURES

Minimise the Number of Students:

- Initially courses are to be run on a private tuition basis.
- Courses are to have no more than 2 students who are to be from the same household or support bubble.

Minimise Number of People Present at Venue During a Course:

- Other than the students, no visits to the venue should be arranged for when a course is planned.
- Unannounced visitors are to be asked to return the following day.
- Tutor's spouse to avoid contact with the course.

Booking:

- Customers are to book by telephone.
- Payment is to be taken by means of a PayPal Invoice prior to the day of the course.
- On receipt of payment, students are to be emailed a Course Information Sheet that includes details of the COVID-19 secure measures in place.

Conditions of Attendance:

- Students are not to attend the course if they, or someone in their household or support bubble, have symptoms of COVID-19.
- Students should not attend a course if they are particularly vulnerable to COVID-19.
- Students are to be reminded by email two (2) days before the course that they should not attend if they have now developed symptoms since booking.
- Course to be postponed if student has symptoms. Students are to be advised to go into quarantine.

Face Coverings:

- Students are to be advised that they should bring their own face covering if they wish to use one.

Publication of Risk Assessment and Measures:

- This document is to be published on the website (www.martindamen.com).
- A copy is to be emailed to students at the time of booking and as part of the Joining Instructions.

Joining Instructions are to include:

- Directions on how to access the venue i.e. not through the house.
- This Risk Assessment.

Records:

- A record of all students is to be maintained.
- Students are to be asked to notify the tutor should they develop symptoms after attending the course.

PRE-COURSE PREPARATION

Cleaning and Preparation of Venue:

- Venue to be cleaned before each course.
- In areas used or passed through, surfaces and equipment are to be cleaned using usual cleaning products.
- Particular attention is to be taken with the cleaning of the workshop, kitchen and bathroom.
- Surfaces are to be cleared of unnecessary items as far as is practicable.
- Waste bins for use during the course are to be located in the workshop, kitchen and bathroom.
- All surfaces¹ likely to be touched when moving to/from the bathroom are to be cleaned and wiped with disinfectant as part of pre-course cleaning.

Provision of Cleaning & Hygiene Items:

- Kitchen and bathroom:
 - Soap.
 - Paper towels.
 - Hand sanitiser.
 - Tissues.
 - Waste bin lined with a plastic bag.
- Workshop:
 - Hand sanitiser.
 - Tissues.
 - Waste bin lined with a plastic bag.
- Provide hand sanitiser where students handle display items.
- The bathroom, kitchen and workshop are to have sufficient soap, sanitiser and paper towels for the duration of the course.
- Used paper towels are to be placed in a bin lined with a plastic bag. A bin separate from that for normal domestic waste is to be placed in the kitchen.

Control of the Space - Preparation:

- Except for using the toilet, students are to be restricted to the workshop.
- Internal doors on the route from backdoor to the bathroom are to be wedged open.
- All personal items are to be removed from the bathroom.
- A barrier is to be placed on the landing to prevent student access to private areas of the venue.
- All unnecessary equipment is to be removed from the workshop.

Signage:

- The route from the road to the workshop is to be signed.
- Handwashing posters to be displayed in the bathroom and kitchen.
- The route between the backdoor and bathroom is to be signed.

¹ All surfaces include door handles, light switches and handrails.

DURING COURSE

Arrival of Students:

- Students are to go directly to the workshop.
- On arrival students are to use hand sanitiser.
- Students are to receive a Health & Safety Brief on arrival (see below).

Health & Safety Briefing:

- A health & safety briefing is to be given at the start of the course and is to include:
 - A reminder that students should regularly wash their hands or use sanitiser and particularly before eating or drinking and after sneezing or coughing.
 - Use of waste bins.
 - Use of tissues – catch it, bin it, kill it!

Control of the Space – During the Course:

- Subject to weather conditions, teaching should take place under a gazebo outside of the workshop.
- If teaching is to take place in the workshop, all windows and the double doors are to be open.
- Students are to be seated with their backs to each other but turned at an angle towards the tutor². *However, should this prove unpractical, as students from the same household, they may be seated facing each other and as far apart as possible.*
- Students to be allocated their seating position which they should use for the duration of the course.

Monitoring of Cleanliness - During the Course:

- The tutor is to ensure that the bathroom remains clean.
- The tutor is to ensure that supplies of soap, paper towels and sanitiser do not run out.

Tool Hygiene:

- Each student is to be provided with a set of tools for their exclusive use.
- Tools are to be cleaned and disinfected by the tutor before the start of each course.

Food Hygiene:

- Students are to provide their own food.
- Students may be provided with drinks (i.e. tea, coffee, squash or water). Mugs and glasses that are to be used by students are to be washed and sterilised before the course.
- The tutor is to prepare and deliver drinks to students in the workshop.
- The tutor is to wash their hands or use sanitiser before preparing drinks for students.
- The tutor and students are to use sanitiser before eating or drinking.

First Aid:

- Tutor to take the following precautions when applying first aid:
 - Use hand sanitiser before and after treating a casualty and ensure that they don't cough or sneeze over a casualty when treating them.
 - Wear gloves or cover hands when dealing with open wounds

² A space must be between the students in case they miss the chopping block and the axe swings through.

- Cover cuts and grazes on their hands with waterproof dressing (before the course starts).
- Dispose of all waste safely.
- Do not touch a wound with their bare hand.
- Do not touch any part of a dressing that will come in contact with a wound.
- Used gloves and other medical waste to be placed in plastic bag and stored for 72hrs before being disposed of.
- Tutor's clothes to be washed at the end of the course.
- If a student becomes unwell with a new, continuous cough or high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow current government advice³.
- Unless applying first aid, the tutor is to maintain a distance of 2m from an unwell student.

POST-COURSE MEASURES

Debriefing:

- Students to be asked to notify tutor should they later experience symptoms of COVID-19.
- Students to be reminded that they should follow current government instructions if they begin to experience the symptoms of COVID-19.

Cleaning - House:

- After students have left each day, all surfaces in the house that may have been touched are to be cleaned and disinfected.
- Latex gloves are to be worn during cleaning.
- All mugs and glasses used during the day are to be washed and sterilised.
- The tutor's clothes are to be washed after cleaning each day.
- If a student has to be sent home after becoming unwell with COVID-19 symptoms the house and workshop are to be cleaned in accordance with current government advice⁴.

Cleaning - Workshop:

- At the end of the course ALL tools used by students are to be placed in a box and stored for 72hrs. The tools are then to be disinfected and sharpened as appropriate.
- The workshop is not to be used for 72hrs after a course. The workshop is then to be cleaned and disinfected.
- Latex gloves are to be worn during post-course cleaning.
- The tutor's clothes are to be washed after post-course cleaning.

Disposal of Waste:

- Once cleaning is completed, used gloves are to be placed with other "contaminated" waste.
- "Contaminated" waste (including used latex gloves, paper towels and medical waste) is to be placed in a plastic bag and stored for 72hrs before final disposal.

³ [COVID-19: guidance for households with possible coronavirus \(COVID-19\) infection guidance.](#)

⁴ <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

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