

Risk assessment

Company name: Read-On

Assessment carried out by: C Bishop

Date of next review: 10th February 2021

Date assessment was carried out: 10th November 2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Getting or spreading coronavirus by not washing hands or not washing them adequately	Staff, visitors	Requiring staff to wash hands regularly including between sessions, and requiring visitors to use hand sanitiser on entry to the premises	Add note about handwashing to visitors' joining emails. Issue staff with a copy of this assessment and the H&S guidance for the studio, plus the cleaning schedule.	CB	14.11.2020	Done
Getting or spreading coronavirus by not wearing masks	Staff, visitors	Visitors are told in advance that they must bring and wear masks. Spares are available on entry	Add note about masks to visitors' joining emails.	CB	14.11.2020	Done

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<p>Getting or spreading coronavirus in common areas such as corridors, toilet facilities, entry/exit points</p>	<p>Staff, visitors</p>	<p>Staff and visitors are wearing masks in the building except when alone in closed rooms with ventilation. Visitors limited to one voice and one chaperone at any time, with siblings if necessary for child bookings. Limiting staff to one person in voice booth and only when adjusting equipment.</p>				<p>Satis</p>
<p>Getting or spreading coronavirus by not cleaning surfaces or equipment</p>	<p>Staff, visitors</p>	<p>Swabbing touchable surfaces with isopropanol before each studio session.</p>	<p>Have written schedule of items and surfaces to be swabbed down with isopropanol before and after each person's studio session. Train staff in the method and materials to be used for wiping down.</p>	<p>Infection control specialist engaged to advise on materials and methods and produce complete written schedule.</p>	<p>14.11.2020</p>	

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Getting or spreading coronavirus by not practising social distancing	Staff, visitors	Visitors are advised in advance that space is limited in the studio and lobby, and that they will need to be careful. Staff are advised to leave space for visitors in the lobby and to minimise time in their company and always to wear a mask until alone in a ventilated area.	Satis as is.			
Getting or spreading coronavirus by sharing confined spaces with others	Staff, visitors.	Running the forced-air ventilation in confined spaces where voice has to be used without masks.	Run ventilation at full speed between sessions to purge the booth air.	Studio staff	14.11.2020	Done