

RISK ASSESSMENT FORM

NAME OF ASSESSOR	Sian Williams	DATE	19/07/2021	REF	CV001
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AREA	Art In Clay, Windsor	EVENT/TASK BEING ASSESSED	To reduce the risk to the lowest reasonably practicable level by taking preventative measures, in order of priority
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STATEMENT
<p>-This Risk Assessment has been put in place to assess the current risks due to COVID19 and looking at how we can reduce the likelihood of them occurring.</p> <p>-The Show Director and Health and Safety Manager will review this risk assessment along with government updates in the run up to the event, any updates that will be made applicable to us, will be made known to all of the Art in Clay staff, Helpers, Exhibitors and Visitors via email/social media.</p> <p>-In the event of an outbreak, the Show Director will work closely with the Health and Safety Officer in contacting the local public health and relevant contacts.</p> <p style="text-align: center;">From 19th July, England will move to Step 4 on the roadmap. Everyone should be cautious whilst managing the risks as cases of COVID-19 remain high.</p> <p style="text-align: center;"><u>COVID-19: Guidance from Step 4- Events and Attractions</u> https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions</p>

WHAT IS THE HAZARD?	WHO MIGHT BE HARMED?	EXISTING RISK CONTROL MEASURES	RISK RATING			ADDITIONAL CONTROLS	NEW RISK RATING			ACTIONED/ MONITORED BY WHOM?	ACTIONED/ MONITORED BY WHEN?
			L	C	R		L	C	R		
Managing all Art in Clay Staff, Helpers and Exhibitors	Art in Clay Staff, Exhibitors and Visitors	-Ensuring that any Art in Clay Staff/exhibitors who have symptoms or who have tested positive leave the facility immediately to self-isolate. -If a visitor presents with symptoms, or you become aware of a case of suspected or confirmed COVID19 on site, they should not be admitted or should be asked to leave the event, unless they need to be transported to hospital for treatment. The Visitor should be advised to self-isolate in line with the NHS guidelines and to take a PCR test.	2	5	10	-We will immediately identify any close contacts and ask them to self-isolate. You should not wait for NHS Test and Trace. This prompt action will help reduce the risk of the workplace outbreak.	1	5	5	Show Director, Art in Clay Staff and Exhibitors. All Onsite Visitors	To be actioned at all times and to be reviewed along with updates in the government guidelines (if updates are applicable to the event being run).
Reducing the risk to visitors	Art in Clay Staff, Exhibitors and Visitors	-We will clearly communicate that visitors should not come to the event if they need to self-isolate, for example because they have been asked to self-isolate by NHS Test and Trace; are required to isolate after travel; or because they are displaying any COVID19 symptoms (a high temperature, new and persistent cough and a loss of/change in	2	5	10	-Customers should be informed that if they, or anyone they live with, have one or more of these symptoms should not attend, and should follow the guidance on self-isolation. -For those that would like to check in, but don't have access to the app, we will have a record of their names through purchasing the tickets online. For those visitors	1	5	5	Show Director, Art in Clay Staff and Exhibitors. All Onsite Visitors	To be actioned at all times and to be reviewed along with updates in the government guidelines (if updates are applicable to the event being run).

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		<p>taste or smell), even if these symptoms are mild.</p> <p>-Although no longer required by law, we will display an NHS QR Code in several areas for visitors wishing to check in using the NHS app, as this will help to reduce the spread of the virus and will help us to protect both visitors and staff.</p> <p>-We encourage all exhibitors to bring their own hand sanitiser for your stand. It has been communicated to all visitors that they must ask before handling individuals work.</p> <p>-To manage Crowds, there will be staff members working on the entrance to the show ground, who will make sure that everyone entering the ground moves through swiftly to avoid larger gatherings of people.</p>				<p>that wish to purchase tickets on the gate, staff manning the gate will take down their details and pass over to an Art in Clay staff member.</p> <p>-We are minimising unnecessary contact by strongly advising all customers to purchase tickets in advance, online.</p> <p>-All marquees will have up to 3 entrances/exits, to allow people to enter and leave more freely and to reduce congestion both inside and outside the marquees.</p> <p>-There will be regular announcements made over the Tannoy to remind visitors of the guidelines that we have put in place regarding crowd management.</p> <p>-Our talks and demos have a 'book in advance only policy', and all seating has been spaced out to avoid crowding, on the day, if there is available seating, visitors will be able to book on and attend. All seating will be disinfected after each talk/demo, ready for the next.</p>					
Managing our Event Setting	Art in Clay Staff, Exhibitors and Visitors	<p>-We advise that all Art in Clay Staff clean workspaces and surfaces that people will come into contact with, often paying particular attention to rails, handrails, handles and doors. We will also pay attention to shared equipment such as wheels in the Clay Creation Zone in-between users, where practical.</p> <p>-We advise that all exhibitors clean down their own workstations and surrounding surfaces regularly throughout the event.</p> <p>-We will provide additional waste facilities where regular cleaning is provided, and these bins are to be monitored and emptied on a regular basis.</p>	2	5	10	<p>-If we are cleaning after a known/suspected case of COVID19, we need to follow the government guidelines on cleaning in a non-healthcare setting.</p> <p>-We have a cleaning company who will be on hand throughout the event days that will clean the toilet facilities and keep them replenished.</p> <p>-A dedicated table will be set out in the eating, seated area asking those visitors to clean down the table once finished, however this will also be monitored on a regular basis by the cleaners and helpers.</p> <p>-The seated area in the talks and demos tent, will also be disinfected after each talk and demo as taken place.</p> <p>-All of the Art in Clay Staff, Exhibitors and Visitors will be</p>	1	5	5	Show Director, Art in Clay Staff and Exhibitors. All Onsite Visitors	To be actioned at all times and to be reviewed along with updates in the government guidelines (if updates are applicable to the event being run).

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		-Signage will be placed in each of the toilet blocks advising of good hand washing procedure. -Marquee entrances will be kept open throughout show times.			10	encouraged of frequent handwashing and hand sanitising where possible. -Although usually closed, the talks and demos tent entrance will also be kept open whilst visitors are inside.			5		
Additional Guidance	Art in Clay Staff, Exhibitors and Visitors	-To communicate with our visitors, we will be displaying the risk assessment and code of conduct on our website, for booking. Any additional information will be frequently displayed via visuals throughout the showground. -All Art in Clay Staff members and Exhibitors will receive a copy of this Risk Assessment, and Code of Conduct via email.	2	5	10	-All Art in Clay Staff, Exhibitors and Visitors are advised to wear face coverings when in close contact with, or interacting with some one outside of there social bubble.	1	5	5	Show Director, Art in Clay Staff and Exhibitors. All Onsite Visitors	To be actioned at all times and to be reviewed along with updates in the government guidelines (if updates are applicable to the event being run).

*Art in Clay Staff- Art in Clay Staff, Helpers and Volunteers

Outbreaks in the Workplace
In the event of an outbreak at the show, Show Director (Hannah Ault) and/or H&S Officer (Sian Williams) has been appointed to be a single point of contact who will contact our local Public Health Protection Team. If the local PHE health protection team declares an outbreak, we will then communicate with all other staff members, exhibitors and visitors (as contact details will have been provided at the time of booking a ticket).

REVIEW DATE	Reviewed along with updates in the government guidelines (if updates are applicable to us).	SIGNATURE	H.Ault/S.Williams
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Risk Rating Calculator

Likelihood that hazardous event will occur:	
1	Very Unlikely
2	Unlikely
3	Fairly Likely
4	Likely
5	Very Likely

Consequence of hazardous event:	
1	Insignificant- No injury
2	Minor-Minor injuries needing first aid
3	Moderate- Up to three days' absence
4	Major- Up to seven days' absence
5	Catastrophic- Death

Action Level Table

Risk Rating	Action
20-25	Stop- Stop activity and take immediate action
15-16	Urgent Action- Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	Action- Improve within specified timescale
3-6	Monitor- Look to improve at next review or if there is a significant change
1-2	No Action- No further action but ensure controls are maintained and reviewed