

CENTRAL SCOTLAND SCHOOL OF JEWELLERY – COVID 19 RISK ASSESSMENT

Introduction

At the Central Scotland School of Jewellery (CSSOJ) we are committed to taking measures to protect staff, students and the wider community from Covid 19.

We have undertaken a thorough risk assessment and significantly adapted our activities to minimise the risk of Covid 19 transmission.

All our activities are delivered in line with Scottish Government guidelines and our risk assessment will be updated as required to reflect any changes in those guidelines.

Scotland moved to Phase 3 of the route map for coming out of lockdown on the 10 July 2020 and the key messages for all of us are as follows. You should:

- wear a face covering
- avoid crowded places
- clean hands and surfaces regularly
- stay 2m away from other people
- self-isolate and book a test if you have COVID-19 symptoms

It is also recommended that you download the [Protect Scotland contact tracing app](#).

When to Stay Away

If you have developed symptoms at home

If you have developed coronavirus symptoms (however mild), stay at home for 10 days from the start of your symptoms and arrange to be tested.

You should remain at home until you get the result of the test, and then follow the advice you will be given based on the result.

Symptoms include:

The most common symptoms are new:

- continuous cough
- fever/high temperature (37.8C or greater)
- loss of, or change in, sense of smell or taste (anosmia)

A new continuous cough is where you:

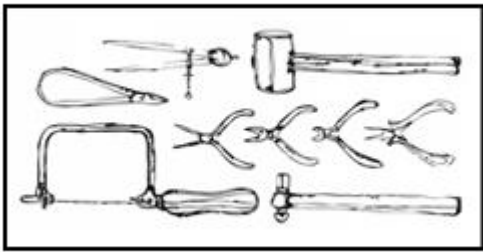
- have a new cough that has lasted for an hour
- have had 3 or more episodes of coughing in 24 hours
- are coughing more than usual

A high temperature is:

- feeling hot to the touch on your chest or back (you don't need to measure your temperature).
- You may feel warm, cold or shivery.

Some people will have more serious symptoms, including pneumonia or difficulty breathing, which might require admission to hospital.

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If you've developed symptoms at CSSOJ premises

Staff or students who develop symptoms at CSSOJ premises should return home immediately, call NHS for advice and if necessary, get tested. Additionally, any staff member or student who has been told that they have been in contact with someone with Covid-19 they must return home, isolate and get tested as advised.

Further General Advice:

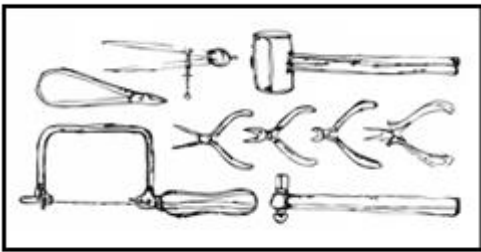
Further general advice is available at the following links:

[Health Protection Scotland](#)
[NHS Inform](#)
[Scottish Government](#)

CSSOJ Risk Assessment

A detailed assessment of CSSOJ Covid 19 risks and controls is contained as Appendix 1.

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Appendix 1 – CSSOJ Covid 19 Risk Assessment

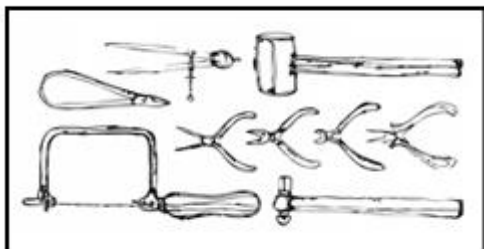
General description: This risk assessment relates to provision of tuition and bench rental at the Central Scotland School of Jewellery.

Location of operation/process/procedure: Central Scotland School of Jewellery, Unit 1.3, Duckburn Business Park, Dunblane, FK15 0EW

Persons at risk: CSSOJ staff, their families, friends/close associates.
CSSOJ students, their families, friends/close associates.

Task No.	Activity Description	Risk	Frequency & duration of exposure	Current Controls	Action Required By:	Date Complete:
1.	Travel to CSSOJ Premises	Contact with Covid 19 infected persons	Variable depending on the circumstances of travel.	Observe SG guidance when using public transport. Use own transport where possible and do not car share except where permitted by current guidelines.	CSSOJ Staff CSSOJ Students CSSOJ Bench Rental Customers	Ongoing requirement as per Scottish Government guidelines.
2.	Entry to CSSOJ Premises	Contact with Covid 19 infected surfaces	Transient	Main door open during class arrival period with direct entry to studio space thereafter.	CSSOJ Staff: ensure main door ajar during peak arrival times.	Ongoing.

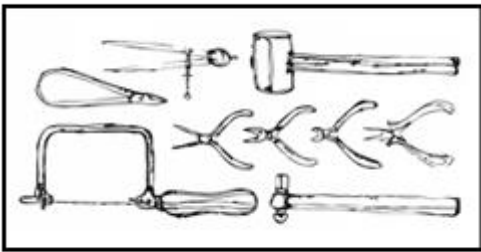
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Task No.	Activity Description	Risk	Frequency & duration of exposure	Current Controls	Action Required By:	Date Complete:
				Hand sanitiser station immediately inside entrance.	CSSOJ Students and Bench Rentals: Ensure use of hand sanitiser station on entry.	
3.	Use of tools	Contact with Covid 19 infected surfaces	Variable, circa 2 hours exposure assumed.	<p>Individual Tools:</p> <ul style="list-style-type: none"> All students have set of individual tools which are cleaned after every session (including bench rentals) <p>Communal Tools (e.g. guillotine):</p> <ul style="list-style-type: none"> Hand sanitiser provided and to be used prior to use of communal tools. Communal tools wiped down after each session. 	<p>CSSOJ Staff</p> <p>CSSOJ Students</p> <p>CSSOJ Bench Rental Customers</p>	Ongoing
4.	Use of shared workspace	Spread of Covid 19 infection between students and CSSOJ Staff	Variable, circa 2 hours exposure assumed.	<p>Observation of current social distancing guidelines.</p> <p>Restriction of student numbers.</p> <p>Students seated at workbenches to effect maximum spacing.</p>	<p>CSSOJ Staff</p> <p>CSSOJ Students</p> <p>CSSOJ Bench Rental Customers</p>	Ongoing

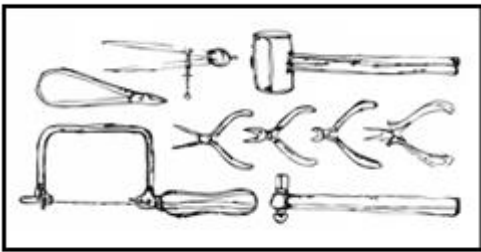
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Task No.	Activity Description	Risk	Frequency & duration of exposure	Current Controls	Action Required By:	Date Complete:
				<p>Staff to wear facemasks at all times.</p> <p>Students to wear face masks at all times.</p> <p>No refreshments to be provided and kitchen facilities currently not in use by students.</p> <p>Kitchen cleaned after each session.</p>		
5.	Use of toilets	Contact with Covid 19 infected surfaces	Short	<p>Only one person in toilet at a time</p> <p>Touchless soap dispensers</p> <p>Disposable paper towel</p> <p>Toilet cleaned between each session</p>	<p>CSSOJ Staff</p> <p>CSSOJ Students</p> <p>CSSOJ Bench Rental Customers</p>	Ongoing
6.	Hand Sanitiser	Flammable in contact with gas torches		<p>No hand sanitisers to be placed near soldering stations</p> <p>Students advised of risk at start of classes</p>	<p>CSSOJ Staff</p> <p>CSSOJ Students</p>	Ongoing

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Task No.	Activity Description	Risk	Frequency & duration of exposure	Current Controls	Action Required By:	Date Complete:
					CSSOJ Bench Rental Customers	

Approval

Name Jo Pudelko
Position Owner, CSSOJ
Date 14//09/2020

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