

Coronavirus (COVID-19): Health and Safety Risk Assessment for Workshop Solihull

Hazard	Who Affected?	Risk	Risk Rating				Risk Level	In Place	Control Measures		
			Likelihood	Severity	L*S				Action Required	Owner	Date
Interacting with the workshop environment	Staff and Pupils	Transfer of COVID19 between students and staff from contact of surfaces in the workshop	3	2	6	L	The workshop will be used by 20 students per week, where they will complete all the required practical work needed for the year. The students will all be from the same year group bubble and will be required to sanitise their hands on entry and exit of the Engineering Hall and periodically throughout their time.	Benches to be laid out to ensure social distancing is maintained, no more than 2 students to a workbench for practical sessions. The floor and vices will be taped to show where students must not be. Staff will socially distance from students and will wear PPE when teaching.	Technician	04/11/2020	
Getting changed in the workshop	Staff and Pupils	Transfer of COVID19 between students and staff from contact of surfaces in the workshop	3	2	6	L	Students will be issued with a pair of safety glasses, lab coat and safety footwear for their use during the week. The lab coats will be washed at the end of the week and the safety glasses immersed in a solution of Milton regularly during the week. The safety footwear will also be quarantined for the following week of use.	WMG Academy will supply students with a lab coat and safety glasses and safety footwear. A washing machine will be set up to wash lab coats and a drying area put aside to dry lab coats. Buckets and risk assessments to use Milton to be set up.	Technician	04/11/2020	
Use of shared tools	Staff and Pupils	transfer of COVID19 between students and staff from common contact of tool surfaces	3	2	6	L	The workshop will be set up into 20 separate workstations, the floor marked off and workstations not in use taped off. Each workstation will contain a full set of tools for the student to use. The tools will be specific to each learner and will be quarantined for a minimum of 72hours between bubbles.	Additional sets of tools will need to be purchased. A separate set of equipment will be used by the teacher (s) All tools to be quarantined for 72 hours before use of a new bubble. Tool counts will be used to check nothing is removed from the workshop.	Technician	04/11/2020	
Use of machinery	Staff and Pupils	Transfer of COVID19 between students and staff from common contact of machinery surfaces and additional safety use of higher risk machines	3	2	6	L	Drilling machines will have space around them for a staff member to monitor the safe use of the drilling machines. This will also have space away from the nearest workstation. Staff will have to work close to supervise the students for the safety of the students on high risk equipment the staff member will wear increased medical quality PPE. The staff ratio on any rotating machines will be 7 students to one staff member.	Staff will be provided with medical grade PPE masks, gloves, glasses, .High contact surfaces on the machines will be wiped down before and after each student's use. Teacher/Technician to ensure compliance.	Technician	04/11/2020	
Handling / storage of materials	Staff and Pupils	Transfer of COVID19 between students and staff from common contact of materials	3	2	6	L	Students will not share their materials with other students outside the student bubbles. Staff will sanitise their hands before and after handling student materials.	Teacher/Technician to ensure compliance. Where materials are stored together within a student bubble they will be quarantined for 72 hours before used again.	Technician	04/11/2020	
Demonstration of "how to" to avoid students crowding around the teacher	Staff and Pupils	Unable to see the demonstration due to distance away from demonstration	3	2	6	L	The teacher or technician will do the demonstration on "how to" via a cast type device to a bigger screen so students can see the demonstration clearly. Staff will have use of a microphone to allow instructions to be heard whilst wearing a visor	Wi-Fi type camera cast to 2 screens or 2 smart TV's	IT Manager	04/11/2020	
Hnc use of workshop yr. 14	Staff and Pupils	Breaking into the bubble of students using the workshop	3	2	6	L	These students will have to use the workshop after school. A full sanitise of the lathes/ milling machine will be needed Before and after use	The lathes and milling machines required for the HNC projects will be sanitised before use.	Technician	04/11/2020	
Use of CNC equipment	Staff and Pupils	Transfer of COVID19 between students and staff from contact of surfaces in the workshop	3	2	6	L	CNC machines are in close proximity and a social distance of 2m between staff and students will be hard to maintain. Staff and students will all need to wear a face covering and work side-by-side and not face-to-face. Machines will be sanitised before and after used.	Signage to show face masks must be worn in this area. All touch points will be cleaned between use.	Technician	04/11/2020	
Use of laser cutters	Staff and Pupils	Transfer of COVID19 between students and staff from contact of surfaces in the workshop	3	2	6	L	There will always be close contact between students and staff when using these machines. All staff and students to wear face masks, at all times when using these machines	Signage to show face masks must be worn in this area. All touch points will be cleaned between use.	Technician	04/11/2020	