**Kirkcaldy Art Club re-opening during Covid19 Pandemic at Level 0**

**Key points:**

* The aim of this Risk Assessment is to avoid the spread of Covid-19 Coronavirus (the hazard).
* The health and safety of Art Club members is a priority (who would be affected).

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| **1 Preparation for re-opening** | | | | | |
|  | **Controls required** | **Additional controls** | **Action by whom?** | **When?** | **Done?** |
|  | An initial assessment of cleaning requirements must take place before re-opening and a cleaning protocol developed. |  | Committee | Immediate |  |
|  | A thorough clean of all surfaces, etc. to take place before re-opening and recorded on a checklist. |  | Committee | Immediate |  |
|  | Order:   * Alcohol-based surface cleaner/disinfectant * Gel sanitisers * Handwash * Paper towel * Tissues * Masks |  | Committee | Immediate |  |
|  | * Members to bring their own hand towel and apron for personal use * Use paper towels as back up |  | Committee | Immediate |  |
|  | Check ventilation fans can extract |  | Committee |  |  |

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| **2. From re-opening onwards** | | | | | |
|  | **Controls required** | **Additional controls** | **Action by whom?** | **When?** | **Done** |
|  | Exclude the public from the building. Only members to attend. |  | Committee | Immediately on return |  |
|  | Contact tracing through class registers |  | Tutors |  |  |
|  | Enable air flow by having windows and interior doors open, including the extractor fans (in Pottery) |  | Committee | Immediately on return |  |
|  | Masks to be worn at all times (unless exempt) |  | Committee and Members |  |  |
|  | Only one person at this sink at any time |  | Members and Tutors |  |  |
|  | * Regular cleaning to be implemented by members and Class Representatives present. This includes all door handles, light switches, taps, tables, chairs, easels, etc. * Cleaning protocols to be displayed in all areas |  | Committee, Class Reps and Members | Immediately on return |  |
|  | Hand washing   * Stringent hand washing taking place. * Drying of hands with disposable paper towels OR personal towels brought from home. * Gel sanitisers to also be provided |  | Committee and Members | Immediately on return |  |

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|  | **Controls required** | **Additional controls** | **Action by whom?** | **When?** | **Done** |
|  | Prop interior doors (except fire doors) open to minimise touching door handles |  | Committee and Members | Daily |  |
|  | * Members encouraged to bring their own tools where possible * Club tools will be cleaned in hot, soapy water. |  | Committee and Members | Immediately on return  then regularly |  |
|  | Continue to review COVID-19 guidance and risk and implement measures |  | Committee |  |  |
|  | Conference calls to be used instead of face to face meetings. |  | Committee | Regularly |  |
|  | **Symptoms of Covid-19**  If anyone becomes unwell they must not attend class.  If anyone has been identified as having close contact with someone who has tested positive for COVID-19, they must not attend class and follow Scottish Government guidance on self-isolation. | Committee will maintain regular contact with members during this time.  Committee will offer support to members who are affected by Coronavirus or have a family member affected. | Committee and Members | If situation arises |  |