



THE CUPCAKE OVEN

Risk Assessment – July 2020

Ref. No.	Description of Risk	Those at Risk	Control Measures	Assessment of Risk (controls in place)		
				Likelihood x Impact		Risk Rating
TCO 01	Spread of Covid-19 Infection spread by tutors	Tutors Students	Symptoms of Covid-19 If tutors are known to have, or displaying symptoms of Covid-19, any scheduled class will be postponed until the appropriate isolation period has passed.	2	2	LOW
TCO 02	Spread of Covid-19 Infection spread by students	Tutors Other students	Symptoms of Covid-19 Any student known to have, or displaying symptoms of Covid-19 will be not permitted to attend the premises and to follow the stay at home guidance. All students will be required to undertake a questionnaire prior to attending in relation to their health, contact details (for track and trace) and for confirmation of their household 'bubble' if applicable. Social Distancing Social distancing measures will be in place, outside and inside the premises.	2	3	MEDIUM



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			<p>Where students are required to queue to access the premises, students are required to adhere to the 2-metre social distancing rule.</p> <p>Floor markings will be positioned inside the premises to facilitate compliance with the social distancing advice of 2 metres, where necessary, particularly in areas more difficult to social distance.</p> <p>Once government guidance allows more than one household within the premises, the occupancy level (class size) has been reviewed to allow for adequate social distancing to be achieved and determined.</p> <p>Signage is to be placed at the entrance door to advise students of the social distancing rules within the premises.</p>		



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			<p>A hand sanitiser station (with at least 60% alcohol) will be positioned in the entrance area and all students are required to sanitise their hands, before further entry.</p> <p>The number of working stations has been reduced to allow adequate social distancing.</p> <p>On Entry All students will need to limit items they bring into the premises. It is advised that outerwear such as coats and unnecessary items are left, within their vehicle in a secure place.</p>			
TCO 03	<p>Spread of Covid-19 Infection spread by suppliers</p> <p>Risk of transmission through contact with items coming onto site.</p>	<p>Tutors Students</p>	<p><i>To reduce transmission through contact with items that come into the workplace.</i></p> <p>Suppliers All supplies purchased for use in classes will have been wiped down suitably before entering premises and stored appropriately.</p>	2	2	LOW



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			<p>Minimum handling of such items will occur.</p> <p>All deliveries will be contactless.</p>			
TCO 04	Spread of Covid-19 Infection spread from surfaces and equipment	Tutors Students	<p>The premises will be deep cleaned prior to re-opening.</p> <p>All areas used will be cleaned before and after each class, with particular focus on 'high touch' areas, using an antibacterial sanitiser solution with disposable cleaning paper.</p> <p>All tools and equipment will be thoroughly cleaned after each use and stored appropriately, with minimum handling.</p> <p>'High touch' areas will be routinely cleaned using an antibacterial solution.</p> <p>Any cleaning required after a known or suspected case of COVID – 19 will be carried out in accordance with the specific Government advice.</p>	2	3	MEDIUM



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TCO 05	<p>Spread of Covid-19 Premises</p> <ul style="list-style-type: none"> • Cleaning • Tools and Equipment • PPE/cleaning products provided • Communication • Workstations • Ventilation 	Tutors Students	<p>The premises will be deep cleaned prior to re-opening.</p> <p>All areas used will be cleaned before and after each class, with particular focus on 'high touch' areas, using an antibacterial sanitiser solution with disposable cleaning paper.</p> <p>All tools and equipment will be thoroughly cleaned after each use and stored appropriately, with minimum handling.</p> <p>'High touch' areas will be routinely cleaned using an antibacterial solution.</p> <p>Any cleaning required after a known or suspected case of COVID – 19 will be carried out in accordance with the specific Government advice.</p> <p>A hand sanitiser station (with at least 60% alcohol) will be positioned in the entrance area</p>	2	3	MEDIUM



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			<p>and all students are required to sanitise their hands, before further entry.</p> <p>Hand sanitiser (with at least 60% alcohol) will be available throughout the premises.</p> <p>TCO will provide all students with:</p> <ul style="list-style-type: none"> • Paper hand towels • Hand sanitiser (with at least 60% alcohol) • Antibacterial soap • Masks (if required) • Antibacterial wipes to clean surfaces • Nitrile food safe gloves (if required) <p>Communication Students will be fully aware of their duty to notify TCO if they are suffering from any symptoms similar to Covid-19, or suspect they have been in close proximity with another person who has Covid-19.</p>		



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			<p>Posters and notices are displayed for students on the rules in place to prevent the risks of infection from COVID-19 at point of entry and throughout the premises. Such posters will include detail of social distancing and hand washing arrangements.</p> <p>Notifications will also be in place, directing students of movement, in order to ensure adequate social distancing at all times.</p> <p>Workstations Workstations will be separated by transparent screens to protect both students and tutors.</p> <p>Tutors must ensure screens are not moved or tampered with.</p> <p>Screens will be thoroughly cleaned between classes, with appropriate cleaning fluids.</p> <p>Masks are not mandatory when students are behind the screens,</p>		



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			<p>but it is recommended that navigation to restrooms etc, or anywhere away from their personal work stations, masks are worn at all times.</p> <p>Ventilation Air conditioning systems and fans, will not be permitted due to the increased risk to the spread of infection.</p> <p>Windows and doors to be left open where possible, to assist with ventilation if required.</p>			
TCO 06	<p>Spread of Covid-19 Infection spread by students – Student Journey</p> <ul style="list-style-type: none"> • Students health • Track and trace • Hygiene – handwashing, sanitation facilities and toilets - Risk of infection and transmission through poor hygiene practices 	Tutors Students	<p>Bookings - All students must pre-book all classes. Bookings can be taken over the phone or via email/our website. All bookings will receive rules regarding social distancing in our premises as part of their booking confirmation. Further advice will be displayed on the website.</p> <p>All students will be required to undertake a questionnaire prior to attending in relation to their</p>	2	3	MEDIUM



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			<p>health, contact details (for track and trace) and for confirmation of their household 'bubble' if applicable.</p> <p>Travel to premises – students must not car share if they are not within the same household or household 'bubble' and this has been confirmed to TCO in writing.</p> <p>Queuing – Where students are required to queue to access the premises, students are required to adhere to the 2-metre social distancing rule.</p> <p>Entry – Students will enter the premises one at a time. Students are required to sanitise their hands upon on entry and will be directed to their personal workstation.</p> <p>Personal items - All students will need to limit items they bring into the premises. It is advised that outerwear such as coats/hats etc</p>		



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			<p>and other unnecessary items are left, out of sight, within their vehicle.</p> <p>Handwashing - Alcohol hand sanitising gel stations (with at least 60% alcohol) will be positioned throughout the premises for students to use. Tutors will remind students of the need to use these gels and regular hand washing.</p> <p>Hand washing regimes are in place: using soap and hot water for at least 20 seconds. Use hand sanitiser with at least 60% alcohol if soap and water are not available.</p> <p>Food and drinks – Students are encouraged to bring their own food and refreshments. Disposable cups and cold water can be provided. If hot drinks are required, students are advised to bring their own flasks containing a hot beverage.</p>		



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			<p>Work Stations - Students will be allocated personal workstations. Sections marked on the floor will assist with social distancing.</p> <p>Disposable Personal Items – All students will be required to take all personal rubbish with them.</p> <p>Payment – It is not necessary to take payments during classes. Class fees will be paid, prior to attending. No cash transactions will be made.</p> <p>Restrooms - Site specific controls to maintain distancing when visiting the toilet facilities will be displayed and students will be expected to follow these guidelines.</p> <p>Within the rest room, antibacterial wipes will be provided to enable students to wipe down before each use.</p>		



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			<p>Provided: Antibacterial soap, paper hand towels, bin for disposal of hand towels/wipes and an automatic hand sanitiser dispenser (with at least 60% alcohol).</p> <p>Student toilets are checked to ensure hand washing and hygiene provisions are in-place regularly.</p> <p>Student toilets will not be used by anyone other than another student. Tutors will use a separate toilet facility.</p> <p>Once classes of multiple students are running, it may be necessary for some students to exit the rear of the property and round to the entrance to access the rest rooms, in order to comply with the 2 metres social distancing rules.</p>		