

## Hackspace Coronavirus (Covid-19) risk assessment. 09/06/2020.

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

What are the hazards?	Who might be harmed	Controls Required	Area specific additional controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>• <b>Members</b></li> <li>• <b>The Board</b></li> <li>• <b>Vulnerable groups – Elderly, Pregnant people</b></li> <li>• <b>those with existing underlying health conditions</b></li> <li>• <b>Anyone else who physically comes in contact with you in relation to Manchester Hackspace.</b></li> <li>• <b>Anyone that comes into contact with Memembrs outside the hackspace.</b></li> </ul>	<p><b><u>Hand Washing</u></b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• See hand washing guidance.</li> <li>• <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Drying of hands with disposable paper towels.</li> <li>• Wiping of surfaces members may come into contact with.</li> <li>• Members encouraged to protect the skin by applying emollient cream regularly</li> <li>• Gel sanitisers in any area where washing facilities not readily available</li> </ul>	<p><b><u>Woody-Dusty and lathe/CNC room</u></b> To ensure there is a station of hand sanitiser and wipes available at all times</p> <p><b><u>General area</u></b> To ensure there is a station of hand sanitiser and wipes to clean any equipment down after each use. Also to see there is sanitiser at the entrance of the hackspace as well.</p> <p><b><u>Members storage</u></b> To ensure there is a station of hand sanitiser and wipes available at all times.</p> <p><b><u>Electronics bench</u></b> To ensure there is a station of hand sanitiser and wipes to clean any equipment down after each use</p> <p><b><u>Metal</u></b> To ensure there is a station of hand sanitiser and wipes to clean any equipment down after each use</p> <p><b><u>Visual Arts</u></b> To ensure there is a station of hand sanitiser and wipes to clean any equipment down after each use</p> <p><b><u>Green room, snackspace and toilets.</u></b> To ensure there is a station of hand sanitiser and wipes available at all times.</p>	The Board/ Members	Ongoing.	

		<p><b><u>Cleaning</u></b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p><b><u>Symptoms of Covid-19</u></b> If anyone becomes unwell with a new continuous cough or a high temperature in the Hackspace they will be sent home and advised to</p>	<p><b><u>Woody-Dusty and lathe/CNC room</u></b> keep areas clean, unobstructed and provide a dedicated station for IPA, wipes and other cleaning materials and insist that handles etc are wiped on a regular basis.</p> <p><b><u>General area</u></b> Keep tables clear. Provide IPA station as required and monitor the cleanliness of the area.</p> <p><b><u>Members storage</u></b> Ensure the area is clear and swept out. Also, monitor the area and have wipes/spray to hand.</p> <p><b><u>Electronics bench</u></b> Ensure the area is clear and swept out with table area and equipment wiped regularly. Also, monitor the area and have wipes/spray to hand.</p> <p><b><u>Metal</u></b> Ensure the area is clear and swept out. Also, monitor the area and have wipes/spray to hand.</p> <p><b><u>Visual Arts</u></b> Ensure the area is clear and swept out with table areas and equipment wiped regularly. Also, monitor the area and have wipes/spray to hand.</p> <p><b><u>Green room, snackspace and toilets.</u></b> Ensure the area is clear and swept out. Also, monitor the area and have wipes/spray to hand.</p> <p><b><u>ALL OF THE HACKSPACE.</u></b> Ensuring that members notify the board if they have the symptoms on the chat network and making sure that they are not able to come back in until recovered or no</p>	The board/ Members.	Ongoing.	
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		<p>follow the stay at home guidance. They will not be allowed back till fully recovered or no longer showing symptoms.</p> <p><b><u>Social Distancing</u></b>  Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p>	<p>longer showing and signs of Covid-19. Also to self isolate in accordance with NHS guidelines.</p> <p><b><u>Woody-Dusty and lathe/CNC room</u></b>  only 3 people maximum allowed in woody dusty, 1 in lathe/CNC room 2 Metre markings on floor and around working tool areas. Equipment must be booked in advance  <b><u>General area.</u></b>  6 people maximum allowed with 2 meter markings on floor and seating changed to allow limited numbers.  <b><u>Members storage</u></b>  1 person maximum with 2 meter markings on floor.  <b><u>Electronics bench</u></b>  1 person maximum with 2 meter markings on floor. Altered seating to reflect limited numbers.  <b><u>Metal</u></b>  3 people maximum with 2 meter markings on floor and at working areas around tools. 1 at lathe, 1 at benches and 1 at sheet bender.  <b><u>Visual Arts</u></b>  4 people maximum allowed with 2 meter markings on floor and seating changed to allow limited numbers. Equipment must be booked in advance  <b><u>Green room snackspace and toilets</u></b>  1 person with 2 metre markings on the floor.</p>	<p>The Board/ Members.</p>	<p>Ongoing.</p>	
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