RISK ASSESSMENT
Last updated: November 2021
Next review date: July 2022
Current context: Face-to-face and online teaching.

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Teaching - bookings by shops, textiles/craft studios
Also refer to 3rd party risk assessment and Covid19 policy for the business premises concerned.

Teaching - face-to-face classes/workshops at hired venues
Also refer to the risk assessment and Covid policy for the venue hired, eg church/community hall.

Hazard	Risk	Likelihood	Who might impacted	Mitigation
Injury to person(s) as a result of lifting of tables and chairs in order to set up/take down classroom.	Low	Low	Learners Tutor	- Don't carry more than you can manage; ask for help in necessary. - Don't lift higher than you can reach safely; ask for help if necessary. - Use storage trolleys provided and secure with straps/braked where fitted. 2 people to carry 1 table to/from storage trolley. 1 person to carry 1 chair to/from storage trolley.
Injury to person(s) as a result of lifting sewing machines	Low	Low	Learners Tutor	- Use a trolley bag where possible for transporting a sewing machine . - Don't use as sewing machine that you can't manage to lift in /out of its bag. - Only lift what you can manage. Ask for help if necessary.
Strain injury to person(s) from incorrect workstation set up.	Low	Low	Learners Tutor	- Ensure table/chair at the right height for working; adjust height of table/seat/machine if possible; consider using a cushion and/or small footstool. - Where tables are placed together, ensure enough 'elbow room' between learners and keep table space clear of clutter and other hazards.
Burn/scalds from using irons.	Low	Low	Learners Tutor	- Avoid eating /drinking at the workstation particularly whilst sewing. Use kitchen/dining area where available. - Use iron(s) away from the workstation where possible. - Turn off irons when not in use. - Face hot iron plate away from body, be mindful of others in close proximity. - Avoid trailing cables.

Burn/scalds from hot drinks/ beverages.	Low	Low	Learners Tutor	• Avoid eating /drinking at the workstation particularly whilst sewing. • Use kitchen/dining area where available form preparation/eating.
Injury to person(s) as a result of using sharp tools, eg rotary cutters, scissors, pins and needles.	Low	Low	Learners Tutor	• Do not share tools; use own tools only. • Cut away from the body when using a rotary cutter. Consider wearing a 'Klutz' (kevlar) glove on the hand used to steady the ruler. • Store damaged items in a 'sharps' bin, eg an old tin, and dispose of safely. • Store items safely when not in use; use safety catches/covers where fitted.
Injury to person(s) as a result of tripping over bags, cables etc.	Low	Low	Learners Tutor	• Store all equipment bags, coats, handbags away from the working area and thoroughfares. • No trailing cables; run them across tables where possible, and cover with rubber mat(s)/chairs where cables run along the floor. Avoid these areas where possible.
Electrical equipment , in particular (but not limited to) sewing machines and irons.	Low	Low	Learners Tutor	• Refer tp HSE guidance on PAT testing of electrical equipment in low risk environments, eg sewing machines and irons. A visual check is required (minimum). https://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm https://www.hse.gov.uk/pubns/indg236.pdf
Use of spray adhesive for basting quilts.	Low	Low	Learners Tutor	• Follow the manufacturers' guidance. • Work in well ventilated area (outside if possible). • Check with all others present for any other health issues that would prevent use.

Online Classes/Workshops

Workshops of varying lengths are undertaken on an ad-hoc basis, as booked by 3rd parties (eg Quilters Guild, patchwork & quilting groups). These are usually hosted by the 3rd party and, very occasionally, by me using my Zoom account. Either way, all the booking, admin etc is undertaken by the 3rd party. Where I host the event on behalf of the 3rd party, the 3rd party will state their requirements with regard to recording, chat, sharing screens, breakout rooms etc; ideally a co-host from the 3rd party will be appointed.

The risk assessment below relates to 1) my own classes and 2) the occasional 3rd party booking where I host from my Zoom account.

I am not currently using the Zoom registration process (either manual or auto). Bookings details are collected separately and the Zoom meeting details emailed to those who have booked and paid for the class/workshop.

To record the event is by prior arrangement, primarily so learners can review the teaching offline (in their own time and at the own pace) and/or so those who booked/paid for the workshop, but were unable to attend, have access to the recording and are not disadvantaged. Videos are currently stored in Dropbox and the link shared via email; only those with the link have access to the recording.

Webinars are not currently available.

Hazard	Risk	Likelihood	Who might impacted	Mitigation
Unauthorised access to the event, including Zoom-bombing (disruptive, hijacking of event usually with inappropriate content).	Medium	Low	All participants.	Access restricted to those who register/pay for classes/workshops. Refer to Zoom's safety guidance - https://blog.zoom.us/keep-uninvited-guests-out-of-your-zoom-event/, including, but not limited to: • Do not share meeting details on social media. • Use password and random-generated IDs • Don 't use personal IDs • Disable 'join before host' • Enable 'waiting room' • Co-hosts have the same access as hosts • Lock the meeting after it's started • Host/co-host only screen sharing only • Disable file transfer • Disable 'allow participants to rejoin'. • Remove uninvited/disruptive persons. Consider moving to Zoom event registration process.
Loss of control of the meeting by the host/ alternative host				• DO NOT relinquish host role to a participant; enable and assign co-host(s)

GDPD contravention Personal information of name and contact details already collected as legitimate interest. Privacy policy needs updating re video/audio content as a means of identifying an individual?	Medium	Low	Learners Tutor	• Only capture the personal information necessary to run the event . • Do not use the personal information captured for purposes other than it is intended. • Do not keep the personal information captured for any longer than is necessary. • Do not share the personal information captured without consent.
That audio/video may inadvertently be shared or viewed outside the virtual classroom whilst recording is in progress. Likewise, the audio/video may inadvertently capture content from the tutor or participants' home/ workplace where there is no permission do so and/or capture irrelevant/ inappropriate content. Notes: Video/audio would both would be "switched on" for a face-to-face event; name badges are often worn to aid identification within the F2F classroom setting, the classes are not conducted in silence! The virtual classroom is no different; tutors and participants need to be able to identify fellow participants have confidence they are who they say they are and be able to communicate with each other.	Medium	Low	Learners Tutor	• Participants asked to update their video name to reflect the booking information. This is particularly important where a device is shared and has a video name, for example, "Tom & Jerry's iPad", or something equally meaningless and inappropriate. Ideally this needs to be done prior to joining the meeting to aid management of the waiting room process. Worst case, it can be done at the start of the event, prior to recoding; host to ask participant to change it. • To avoid seeing other members of the household and/or an inappropriate/distracting background, tutor/participants asked to use a room with no-one else present, a screen behind them or a virtual screen. • Unless speaking, participants asked to mute their microphone to prevent disruption to the meeting (sewing machine noise, dogs barking, phones ringing, kids playing, TV/radio on, family members talking, private conversations etc). • Participants asked to consider using headphones to prevent sharing the meeting content with household members within earshot. • Participants asked to ensure no interruptions by household members, particularly children and vulnerable adults.

Recordings and availability of recordings. Note: where an event is recorded it is for the following reasons: 1) for those who registered/paid, but were unable to attend, to have access to the workshop 2) For those attending to be able to review the workshop, to aid working offline, in their own time and at their own pace. Editing of the video prior to release may be required, eg top and tailing with branding/credits, adding captioning/subtitles.	Medium	Low	Learners Tutor	• Prior notice that the event will be records, ie at promotion, time of booking. • As part of the meeting housekeeping/waiting room screen is customisable), a reminder that the event is being recorded. • Recording made available to participants, those who registered/paid to attend but were then unable to, the 3rd party commissioning the workshop. • Recordings by host/tutor only; participant recording not allowed. • Access to recordings restricted. • Participants made aware of their GDPR responsibilities re sharing of personal information and content. • Potential copyright issues too? • Editing of recordings - no additional personal information to be added, unless by prior agreement.
Share screen - inappropriate content	Low	Low	All participants.	• Only host can share screen. • Multiple co-hosts/change of co-host permitted, controlled by the host.
Inappropriate chat - the chat function is often used to capture Q&A so that Q&A can be covered at agreed points/at the end.	Low	Low	Learners Tutor	• Turn off private chat between individuals. • See chat for Q&A only.
Breakout rooms - if used, not recorded by Zoom.	Low	Low	Learners Tutor	
The workshop itself - all the hazards of a F2F workshop apply 'at home': • Trips • Lifting • Trailing cables • Workstation • Food & drink • Burns/scalds • Cuts	As for F2F	As for F2F	Learners Tutor	• As for F2F workshop, see above.
Child protection and safeguarding				• Pre record class/worksop, 3rd party review of content.materials.