

Risk assessment (Covid-19)

Company name: Ginger Music Company Ltd

Assessment carried out by: D Dowling

Date of next review: December 23rd 2020

Date assessment was carried out: December 15th 2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
Contamination from surfaces	Customers could pass on virus or be infected by unclean surfaces	Surfaces are regularly cleaned with disinfectant as a matter of course but not usually after every session.	Supply hand gels, clear signage to keep hands clean before and after entering the studios	Studio manager and staff	Immediately
Contamination from toys handed out by Santa Claus	Other customers could pass on virus or be infected by unclean toys	Surfaces are new and are cleaned with spray disinfectant as a matter of course but not usually after every session.	Supply gloves, clear signage to wear disposable gloves before handling toys	House manager and staff	Technical manager and staff

Contamination from coffee cups	Staff could pass on virus by handing cups	Kitchen is regularly cleaned with disinfectant as a matter of course	Only supply takeaway coffee cups	House manager and staff	On reopening
Ordering drinks	There are concerns people could unexpectedly meet in confined spaces/ corridors and potentially pass on the virus.	Kitchen is regularly cleaned with disinfectant as a matter of course	Drinks must be pre ordered online and supplied to customers upon arrival	House manager and staff	Before reopening, list on website
Overlapping sessions	There are concerns people could unexpectedly meet in confined spaces/ corridors and potentially pass on the virus.	Under regular operating conditions, nothing; clients leave on time for the next session beginning.	Create a buffer between sessions to clean area. The front doors will be locked, entry will be invited once the area is cleaned.	House manager and staff	On reopening

Number of people in a room	There are concerns that too many people in one space would mean social distancing is not possible to achieve	Rooms can accommodate up to twenty in a session.	Further limit the number of people to bubble of six	House manager	Before reopening, list on website
Contact with staff	Anyone using the facilities	Face masks and social distancing	Regular hand washing and face coverings/visors	House manager and staff	On reopening
Crafts - potential contamination from stock	Children and parents handling stock	Room is disinfected before each session, surfaces are wiped daily. Staff do not handle stock (craft supplies)	Regular hand washing and face coverings/visors	House manager and staff	On reopening
Storytime with Mrs Claus	Children and parents in potential close proximity	Mrs Claus and staff wear visors and practice social distancing	Children are more than two metres away from Mrs Claus for story, she is wearing face visor	House manager and staff	On reopening

Meet and greet with Santa Claus	Children and parents in potential close proximity	Children are more than two metres away from Santa Claus.	Toys are retrieved by parents wearing disposable gloves	House manager and staff	On reopening
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