

To Do/Action List Arising from Risk Assessment

Action	Person Responsible
1. Agree who will monitor advice from Australian Government Department of Health and how.	
2. Agree on how class cancellations will be handled in relation to students should advice indicated this is required.	
3. Create standing agenda item for Committee to review suitability of risk assessment and Covid 19 response.	
4. Assess maximum capacity of each studio.	
5. Mark floors with tape and remove furniture to ensure social distancing is complied with.	
6. Post signs including maximum capacity of studio and hand hygiene poster.	
<p>7. Update enrolment form to include:</p> <p>Students to supply own tools, sponges, towels, aprons, personal disinfectant, and bucket. Students to provide their own slab roller cloths and are to take home to clean. Cloth face masks may be a requirement for some teachers.</p> <p>State students are required to sign cleaning and social distancing compliance book at start/end of each session.</p> <p>State information regarding attendance will be shared with the Queensland Department of Health if required for compliance monitoring. Enrolment contact details will be provided with sign in book information.</p> <p>Include Student Responsibility Statement in the enrolment form: <i>Simple hygiene practices, similar to those used to protect against the flu, can help prevent the spread of COVID-19 and other respiratory infections.</i> <i>For anyone attending the studio:</i></p> <ul style="list-style-type: none"> • <i>Clean your hands regularly with soap and water or alcohol-based hand sanitiser.</i> • <i>Cover your nose and mouth with a tissue or bent elbow when coughing or sneezing, dispose of tissues immediately after use and wash your hands or apply hand sanitiser.</i> • <i>Avoid touching your face, nose and mouth and shaking hands.</i> • <i>Avoid close contact with anyone who is unwell. Try to stay 1.5 metres away from anyone coughing or sneezing.</i> • <i>Stay home if you are unwell.</i> 	
8. Confirm cleaning responsibilities in a written statement. Note who is responsible for cleaning high-touch surfaces such as door handles, sinks, chairs, etc.	

9. Remove moulds and other common supplies to a storage area.	
10. Purchase cleaning supplies including handwashing soap, bleach, spray bottles with 70% alcohol and 10% sodium hypochlorite and bucket of 10% Sodi hypochlorite to disinfect tools etc	

Risk Assessment

Spot the Hazard		Assess the Risk	Fix the Problem			Evaluate Results
Identify the work task or activity?	What are the hazards associated with each activity?	Is the risk associated with the hazard low, moderate, significant or high?	If the risk is deemed unacceptable for the task, what will be done to reduce or remove the risk?	By whom?	By when?	Go through the first 3 steps again to ensure risk levels are now at an acceptable level
						Revised risk level
Reopening pottery classes	Spread of Covid 19	Current – moderate/significant	<p>Monitor advice from Australian Government Department of Health https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert#current-status</p> <p>If advice indicates area specific, community transmission or cluster outbreaks impact Benowa or Mudgeeraba community to close classes</p> <ul style="list-style-type: none"> • <i>include in enrolment information – do you divert to Zoom classes and home projects, reimburse?, what steps to take with students</i> • <p>Create standing agenda item for Committee, review suitability of risk assessment</p>	Committee Teachers	Reopening date	

Students sharing space in the studio	Need to maintain social distancing - Benowa		<p>Allow 4 square metres per person (as per https://www.worksafe.qld.gov.au/news/2020/coronavirus-covid-19-workplace-risk-management)</p> <p>Use marking on floors or remove furniture to ensure social distancing is complied with.</p> <p>Create sign stating maximum capacity in studio.</p> <p><i>Class sizes.....I think that Benowa could handle 12 people. Don't know about Mudgee. Someone can do a measure there to see what will work there. For Benowa you can have 2 per table and 4 on wheels and maintain the required social distancing. I have done a measure at Benowa studio and that scenario will satisfy the current rules.</i></p>	Committee		
Students sharing space in the studio	Need to maintain social distancing - Mudgeeraba		<p>Allow 4 square metres per person (as per https://www.worksafe.qld.gov.au/news/2020/coronavirus-covid-19-workplace-risk-management)</p> <p>Use marking on floors or remove furniture to ensure social distancing is complied with.</p> <p>Create sign stating maximum capacity in studio.</p>	Committee		
Use of shared supplies and tools in	Shared supplies may enable germs to be		<p>Cleaning</p> <p>Bleach to be supplied by GCPA and also spray bottles with 70% alcohol</p>	Committee/ Teachers		

the studio - hygiene	transferred		<p>and 10% sodium hypochlorite. This keeps for 6 months if stored in a cool dark place. Instructions for use to be displayed.</p> <p>GCPA can supply a bucket of 10% Sodi hypochlorite to disinfect tools etc. Each teacher to make a new bucket full for their class. Instructions to be provided. Gloves can be at the discretion of students but should be used when cleaning.</p> <p>Provide hand washing facilities and make sure these are kept clean, properly stocked and in good working order. Hand cleaning materials provided by GCPA along with paper towels.</p> <p>Promote good hygiene practices, e.g. display hand hygiene posters</p> <p>Regularly cleaning high-touch surfaces such as door handles and workstations helps prevent contamination.</p> <p>Students to supply own tools, sponges, towels, aprons, personal disinfectant and bucket. No tools supplied by GCPA unless authorised...ie turning/trim tools and rasps. These to be handed back to teacher at end of class to sterilise.</p> <p>Moulds are off limits...too difficult to clean. Students must provide their own. We can hold a mould making day for simple drape and bowl moulds for those who are interested</p> <p>Workflow</p> <ul style="list-style-type: none"> • Use of the glaze and slab roller areas to be restricted to one at a time with 15 minute time slots allocated for this. More than one time slot can be allocated if there is little pressure on the area. Provide a cheap kitchen timer!! Use of sink to one at a time. • Students to provide their own slab roller cloths and are to take 			
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			home to clean.			
Person to person transmission –community monitoring	People in the studio need to maintain good hygiene practices		<p>Student Responsibility Statement – include in the enrolment form as per Queensland Health website this message:</p> <p><i>Simple hygiene practices, similar to those used to protect against the flu, can help prevent the spread of COVID-19 and other respiratory infections.</i></p> <p><i>For anyone attending the studio:</i></p> <ul style="list-style-type: none"> • <i>Clean your hands regularly with soap and water or alcohol-based hand sanitiser.</i> • <i>Cover your nose and mouth with a tissue or bent elbow when coughing or sneezing, dispose of tissues immediately after use and wash your hands or apply hand sanitiser.</i> • <i>Avoid touching your face, nose and mouth and shaking hands.</i> • <i>Avoid close contact with anyone who is unwell. Try to stay 1.5 metres away from anyone coughing or sneezing.</i> • <i>Stay home if you are unwell.</i> <p>Create a cleaning and social distancing compliance sign in book.* (would be good to include a statement regarding maintaining privacy and sharing information for contact tracing in cover of book).</p>	Students		
Person to person transmission in the studio			Use of personal protective equipment – see fact sheet Australian Government – Department of Health	Committee		

			<p>https://www.health.gov.au/resources/publications/coronavirus-covid-19-information-on-the-use-of-surgical-masks</p> <p>“Surgical masks in the community are only helpful in preventing people who have coronavirus disease from spreading it to others. If you are well, you do not need to wear a surgical mask as there is little evidence supporting the widespread use of surgical masks in healthy people to prevent transmission in public.”</p> <p>Committee can adopt this as their overall guidance</p>			
Person to person transmission in the studio			<p>Use of personal protective equipment - at Teacher discretion</p> <p>Masks should be mandatory. Cloth masks can be purchased on Ebay for \$5.50. Students can buy their own or we could buy a few to sell to students. This is a prerequisite for me. Other teachers may want to set their own standard for this.</p>	Teacher		

Regarding contact tracing as a risk management strategy, the Association as an employer of teachers should not be seen to refuse to provide goods or services to a person because they're not using the app. See excerpt below from Fair Work Australia

<https://coronavirus.fairwork.gov.au/coronavirus-and-australian-workplace-laws/health-and-safety-in-the-workplace-during-coronavirus>

Quote from Fair Work Australia website:

Can an employer direct an employee to use the COVIDSafe app?

The COVIDSafe app helps state and territory health officials to quickly contact people who may have been exposed to coronavirus.

Downloading and using the COVIDSafe app is completely voluntary. Employers can't:

- make current or future employees download or use the app
- make downloading or using the app a condition of employment, or
- make downloading or using the app a condition of the employee entering the workplace or doing their work.

Employers can't refuse to provide or receive goods or services to or from a person because they're not using the app.

Employees have workplace rights that protect them from adverse action in these circumstances. For example, employers can't fire an employee or change their job, because an employee refuses to download or use the app, or refuses to upload data from the app to the National Data Store.

Read more about adverse action on our [Protections at work](#) page. Criminal offences could also apply.

Also reference general information regarding contact tracing

<https://www.health.qld.gov.au/news-events/news/contact-tracing-novel-coronavirus-covid-19-confirmed-case-notify-Queensland>

Attachment Five:

Living with Covid 19 – Association’s Scalable Response

General Statement

The Association may choose to respond rapidly to changes in prevalence of Covid 19 in the Gold Coast region. Any changes in prevalence of Covid 19 within a 200km radius will be scrutinised by the community and a determination will be made as to Association operations. This information will be circulated to members via email, phone and notice board. Between 2 and 7 days notice will be provided regarding changes in operations, dependent upon the prevalence of Covid 19 in the community or on directions given by Public Health.

Changes in operation may include any or all of the following:

- mandatory mask wearing while inside studios;
- refusing access to members, teachers, visitors, and students who reside within an emerging hot spot;
- closing the gallery;
- closing classes;
- reduction in numbers able to work in the studio;
- reduced access or closure of kilns; and
- other responses as may be necessary.

Information Sourced for Decision Making

Sources of information for decision making will be Queensland, New South Wales and Australian public health websites as listed below. The information being scrutinised is outlined below however it is not exclusive and other emerging sources of information may be utilised for decision making purposes.

The Association will monitor prevalence of Covid 19 in the committee by reviewing Queensland Government Current Status Reports found at <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19> . Specific attention will be given to new and active cases and the method of transmission. See figure 1 and 2 below

Region	Total cases	Active cases ⁽¹⁾ [#caveat-active]	Total recovered	Total deaths
Darling Downs	42	0	40	2
Gold Coast	196	1	196	0

Figure 1. Number of Active Cases in the Gold Coast

Case summary	
Cases	Total
Number of cases	1,071
Last 24 hours	0
Active cases ⁽¹⁾ [#caveat-active]	2

Figure 2. Case summary – Last 24 hours

New South Wales current status reports found at <https://www.health.nsw.gov.au/Infectious/covid-19/Pages/default.aspx> see figure 3 below

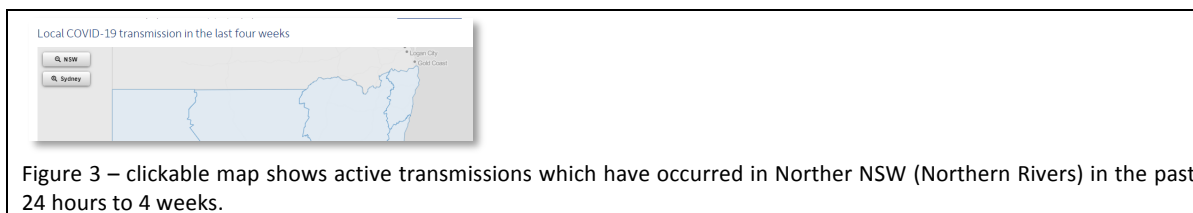


Figure 3 – clickable map shows active transmissions which have occurred in Norther NSW (Northern Rivers) in the past 24 hours to 4 weeks.

Response

The Association will review the number of new cases, the number of cases under investigation and the number of cases considered as possible community transmissions.

An increase of 5 or more new cases in the Gold Coast, Northern Rivers or Metro South areas which are under investigation and suspected community transfer will result in the following actions by the Association:

- mandatory mask wearing while inside studios;
- refusing access to members, teachers, visitors, and students who reside within an emerging hot spot; and
- reiteration to all teachers, students, members and visitors via email of the Covid Safe plan for the Association.

An increase of 10 or more cases in the Northern Rivers, Metro South area (but not Gold Coast) will result in the following actions by the Association:

- reduction in numbers able to work in the studio;
- restrictions on the use of kiln;

- notifying students and teachers of the potential closure of classes;

An increase of 10 or more new cases in the Gold Coast area or 20 or more community-based transmissions* in the Northern Rivers, Metro South area will result in the following actions by the Association:

- closing the gallery;
- closing of classes;
- reduction in numbers able to work in the studio; and
- restrictions or closure of the kiln;

*Community transmission describes the situation where a person is infected by the virus but they have not been overseas recently or been in recent contact with other confirmed cases. The term basically means authorities are unable to trace the source of the infection.

The Association wishes to remain open, maintaining some level of service to members unless directed to close by the government. Reintroduction of classes, opening the gallery, etc. will be reviewed after a 21-day period of sustained reduction, or elimination, of new cases of Covid 19 within the local areas.

Available information indicates people over the age of 65 are at greater risk if they contract Covid 19. For this reason, the Association will undertake mentoring of younger members to upskill on caretaking of the premises, kiln maintenance and other activities. The goal of mentoring is to increase capacity to share tasks and keep some activities open should prevalence in the community increase. The burden of risk falling upon older members will be reduced, while recognising everyone is still at risk if they contract Covid 19. The need to follow all Covid Safe, workplace health and safety measures is the same for all members.