

Work Health and Safety Plan for Covid 19 – Gold Coast Potters Association

Describe what you will do	Who is responsible	
<p>What checks and preparation have you done to know your business can open?</p>	<p>Consulting the Roadmap to Easing Restrictions provided by Queensland Government</p> <p>Conducting a Risk Assessment of Association activities and reviewing the studio and gallery spaces</p>	<p>Committee</p>
<p>How will your business comply with social distancing requirements?</p>	<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>Determine maximum capacity in studio.</p> <p>Pottery wheels to be removed to ensure social distancing.</p> <p>Positioning of display blocks in gallery to create social distancing space at point of sale.</p> <p>Agreement to continuously review the way the space is functioning and make changes as required.</p>	<p>Committee/members</p>
<p>What extra measures is your business doing to keep members, teachers and students and customers safe?</p>	<p>Creation of an agreed Living with Covid plan to guide the Association should Covid 19 prevalence in the local area increase.</p> <p>Removal of shared supplies: 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. Consider hosting mould making day for simple drape and bowl moulds.</p> <p>Changes in Workflow within the classroom including use of the glaze and slab roller areas to be restricted to one at a time.</p> <p>Students to provide their own slab roller cloths and are to take home to clean.</p> <p>Circulate information and checklists to members and students.</p> <p>Host Covid Safe induction prior to allowing members to use studio.</p>	<p>Committee/members</p> <p>Teachers and students</p> <p>Committee</p> <p>Committee</p>

Describe what you will do	Who is responsible
	<p>Teachers/committee members to speak to students regarding Covid safe expectations in the studio.</p>
<p>How is your business complying with hygiene and cleaning requirements?</p>	<p>Bleach to be supplied by GCPA and also spray bottles with 70% alcohol 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>Installation of an outdoor sink.</p>
<p>How is your business managing deliveries, contractors, and visitors attending the workplace?</p>	<p>All members, teachers and students are to comply with the Covid safe checklists and participate in induction.</p> <p>Deliveries are handled by committee members who have completed Covid safe induction.</p> <p>Committee members are to identify any visitors to the studio and ensure sign in and review of checklists.</p>

Describe what you will do	Who is responsible
How is your business reviewing and monitoring work health and safety compliance?	<p data-bbox="392 271 1126 450">Covid sub-committee formed. Living with Covid Plan created (attached). Committee and member review of plans. Weekly monitoring of government websites to stay informed of prevalence in the community.</p> <p data-bbox="1134 271 1417 371">Committee Covid sub committee</p>
<p data-bbox="185 562 1417 730">Notes: Principals of continuous improvement: Identify, Plan, Executive and Review will underpin the Association’s response to Covid 19. All plans and practices are expected to evolve. The Association will endeavour to capture changes and updates in their minutes and where significant changes are made, by creating a new version of the Work Health & Safety plan or Living with Covid plan.</p> <p data-bbox="185 775 847 808">Attachment One: Covid Period Pottery Equipment List</p> <p data-bbox="185 842 799 875">Attachment Two: Covid 19 Compliance Conditions</p> <p data-bbox="185 909 1062 943">Attachment Three: Gold Coast Potters Association Compliance Checklist</p> <p data-bbox="185 976 967 1010">Attachment Four: Risk Management and Risk Management Plan</p> <p data-bbox="185 1043 671 1077">Attachment Five: Living with Covid Plan</p>	

Attachment 1

COVID PERIOD POTTERY EQUIPMENT LIST

1. APRON
2. OLD TOWEL
3. DISPOSEABLE GLOVES
4. SMALL PLASTIC BIN WITH LID – A 2 LITRE “MAXIPAIL” FROM BUNNINGS IS GOOD.
5. POTTERS TOOL KIT – CAN BE PURCHASED WHEN YOU START FOR \$14
6. CLAY – CAN BE PURCHASED FROM BENOWA POTTERS WHEN YOU START – APPROXIMATELY \$20 TO \$30 DEPENDING ON TYPE.
7. DUST MASK – JUST A CHEAP ONE FROM A HARDWARE STORE
8. 2 X LARGE SPONGES. About \$1 or \$2 FROM BUNNINGS.
9. AN ICE CREAM CONTAINER – FLAT TYPE WITH LID OR SIMILAR.
10. VIRUS MASK
11. 15 LITRE PLASTIC BUCKET
12. SMALL SPONGES
13. LIGHT CANVAS SLAB ROLLER CLOTH APPROX 600 X 2000MM

COVID-19 COMPLIANCE CONDITIONS

1. HANDS MUST BE WASHED OR SANITISED ON ENTERING AND EXITING STUDIO
2. ALL PLACES OF WORK MUST BE WASHED DOWN WITH 70% ALCOHOL
3. NO ENTRY IF COVID-19 SYMPTOMS ARE PRESENT. SEE LIST ON WINDOW.
4. SOCIAL DISTANCING MUST BE KEPT AT ALL TIMES1.5 METRES
5. NO MORE THAN 4 PEOPLE IN STUDIO AT ANY ONE TIME.
6. ONLY MEMBERS WITH KEYS ARE PERMITTED IN STUDIO.
7. WE ENCOURAGE YOU TO WEAR A MASK
8. WE ENCOURAGE YOU TO DOWNLOAD THE COVID SAFE APP ON YOUR MOBILE.
9. NO ENTRY INTO KILN ROOM EXCEPT WHEN REGISTERED FOR USE OF KILN.
10. ALL TOOLS ETC MUST BE PROVIDED BY YOURSELVES. SEE INDUCTION DIRECTIONS.
11. AN INDUCTION COURSE MUST HAVE BEEN COMPLETED BEFORE USING STUDIO.
12. COVID SAFE REGISTER MUST BE SIGNED ON EXIT.
13. MEMBER'S ATTENDANCE FORM MUST BE FILLED IN ON ENTRY AND EXIT.
14. MEMBERS FOUND TO BE NOT COMPLYING WILL BE EXCLUDED FROM THE USE OF THE STUDIO.

Attachment 3

Gold Coast Potters Association

Compliance Checklist

1. Hands washed on entry and exit
2. Social distancing to be maintained at all times
3. No more than four (4) Members in the space at any time
4. Only key holders permitted in the studio
5. All surfaces touched (especially workstations) to be cleaned with cleaning solution
6. Any shared tools must be cleaned, sterilised and dried
7. Glaze area cleaned
8. Slab roller cleaned
9. No access to kiln room
10. Non compliance will mean exclusion from studio use.

DATE	NAME	PHONE	COVID-19 CLEANING COMPLETED	TIME IN	TIME OUT
			SIGN		

Attachment 4

Risk Assessment and Risk Management Plan

Activity: Conducting Pottery Classes at Benowa and Mudgeeraba Studio

Hazard: Spread of Covid – 19

Statement:

Overall risk of the spread of Covid 19 is evaluated by the government and impacted by the spread of the virus in the community.

Teaching activities conducted by the Pottery Association are reviewed in relation to the Australia Government Department of Health and Queensland Department of Health's advice and guidance.

The key risk mitigation strategies are based on government guidance indicating the importance of good hygiene, physical distancing and limiting the number of people in public gatherings.

The Association commits to reviewing their risk management plan on a regular basis and in response to changes to advice and guidance provided by the Australia Government Department of Health and Queensland Department of Health's advice and guidance