

Course: Nettle processing for Fibre, Course leader Brigitte Kaltenbacher, course dates: August 2020

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by Whom
Resources needed: electricity: no heavy lifting: none running water: no				
Parking	Workshop participants			Provided by venue
Catering	Workshop participants	Participants bring their own	Also catering is provided by venue	Provided by venue
Step free access	Workshop participants	Being clear about this fact in workshop description	Participants needing step free access will be booked for outdoors event only.	Course leader Brigitte Kaltenbacher (B.K)
Prepared plant matter	Workshop participants	Prepared plant matter will be prepared wearing gloves and quarantined for three days. Prepared plant matter will be handled by participants wearing gloves.	During workshops: Prepared plant matter will be handled by participants wearing gloves, spare gloves will be available at all times, both latex and non-latex.	course leader B.K.
Herbal material : Nettle	Workshop participants	Being clear about nature of workshops in workshop description Request self-declaration of allergies before workshop booking. Offer exemption from gathering plant material, gloves are provided.	Health and safety advise is advertised and repeated before the beginning of the class. Offer exemptions from gathering plant material, gloves are provided.	course leader B.K.
Allergen: Nettle Formic acid, tartaric acid and oxalic acid	Workshop participants	Being clear about nature of workshops in workshop description Request self-declaration of allergies before workshop booking. Participants being asked to bring gloves both for gathering and processing nettle stems Offer exemption from gathering plant material, gloves are provided.	Health and safety advise is repeated before the beginning of the class Offer exemptions from gathering plant material, pre-cut material are available. Spare gloves are available, both for harvesting and processing by course leader, latex and non-latex style.	course leader B.K.

Allergen: Fibre dust	Workshop participants and leader	Being clear about nature of workshops in workshop description Participants being asked to bring masks. Large portion of workshop is held outdoors. Weather permitting. indoors part of workshop is held in well ventilated area.	Health and safety advise is repeated before the beginning of the class Spare masks are available, both for harvesting and processing by course leader, varying between light masks and FFM2.	Course leader B.K.
Tool use Knives, Pet combs (slicker brush), Bamboo skewers, blunted.	Workshop participants and leader	Adult course, children over age 12 are only allowed to join with an adult carer. Low risk tools are provided Knives are blunt (Butter knives) are safe to use for all ages, pet combs handling will be taught and are safe to use with little training, as are bamboo skewers.	Safe use of tools is taught as part of the course, tools are only handed out after training. All tools are low risk hazards.	Course leader B.K.
Tools use: secateurs	Workshop participants and leader	Participants are asked to bring their own secateurs.	In case a participant has forgotten to bring secateurs, pre-cut nettles are provided.	Course leader B.K.
Safe walking routes for nettle gathering	Workshop participants and leader	Provision by venue assumed		Course leader B.K.
Waste Plant matter	Cleaning staff of venue	All waste plant matter and fibre matter will be cleaned by course leader after the event.	Please advise	Course leader B.K.
Specific requirements by participants	Workshop participants and leader	Will be collected at point of registration and addressed appropriately. (mobility issues, allergies, food allergies)	Food allergies, n/a as self-catering is requested, venue catering offered. Mobility issues: will be booked on outdoors events only general allergies: see specific sections.	Course leader B.K.

Covid – 19 track and trace	Workshop participants and leader	All details are part of registration for and will be readily available before the course commences. GDPR will be observed,		Course leader B.K.
Covid – 19 Symptoms check	Workshop participants and leader Cleaning staff of venue	Participants will be informed about symptoms, Symptoms checks are requested, and that all participants need to be symptom free for attending the course.	Participants will be informed about symptoms immediately before course commences. Symptoms checks are requested, and that all participants need to be symptom free for attending the course.	Course leader B.K.
Covid – 19 Hand sanitisers and tool sanitiser	Workshop participants and leader Cleaning staff of venue	Suitable hand sanitisers and tool sanitiser will be provided (80% alcohol min.) for free use.	Suitable hand sanitiser and tool sanitiser will be provided (80% alcohol min.) for free use.	Course leader B.K.
Covid – 19: Tool provision	Workshop participants and leader Cleaning staff of venue	Sanitised tools will be provided in plastic bags to individual workshop participants with instruction not to share tools during the workshop.	Health and safety advice is repeated before the beginning of the class and at the time of tool hand out.	Course leader B.K.
Covid – 19: Social distancing	Workshop participants and leader	Social distancing policy will be part of the workshop description as follows: 2 meters distance to be kept between each workshop participant and the workshop leader . Demonstrations which might need closer proximity (up to 1.5 meters) masks will be worn by the workshop leader and participants. A distance of 1.5 meters will be kept at all times for all present.	Health and safety advice is repeated before the beginning of the class and policed during the workshop. 2 meters distance to be kept between each workshop participant and the workshop leader Demonstrations which might need closer proximity (up to 1.5 meters) masks will be worn by the workshop leader and participants. A distance of 1.5 meters will be kept at all times for all present.	Course leader B.K.

Covid – 19: Sample and book displays	Workshop participants and leader	Dye, weave and yarn samples will be on display for viewing only, no touching or handing will be allowed.	This health and safety advise will be repeated before the beginning of the class and policed during the workshop	Course leader B.K.
Covid – 19: Catering, pre and post cleaning.	Workshop participants and leader	Covid-19 policy of venue is in place.		Venue