

**WEST YORKSHIRE PRINT WORKSHOP**

**Risk Assessment COVID-19 – General**

**Carried out by: Julie Gaskell-Johnson**

**Assessment Date: 1 June 2020**

**Date of review: Ongoing due to continuous changes**

**Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.**

What are the hazards?	Who might be harmed and how?	Controls in place	Additional controls to manage risk?	Notes
Spread of COVID-19 Coronavirus	Staff Resident studio artists Members of the workshop Tutors Course attendees Artists General visitors Contractors e.g. gas/electricians/rag and sanitary bin pick up/ Vulnerable groups – Elderly, Pregnant	<b>Signing In</b> A new table is in the foyer area this contains: Signing in book – no communal pen, use your own pen to sign in and out. Sanitiser – please use after handwashing (see below) OR only if soap and water is not available. Wipes – for wiping down areas you have touched.	On arrival (after silencing the alarm) <ol style="list-style-type: none"> <li>1. Wash hands and use sanitiser.</li> <li>2. Wipe external door keypad and door handle.</li> <li>3. Wipe down security panel keypad and any light switches.</li> <li>4. Sign in</li> <li>5. You are now able to access the workshop</li> </ol> On leaving <ol style="list-style-type: none"> <li>1. Wash hands</li> <li>2. Wipe down ALL areas touched by yourself, this</li> </ol>	New internal communication channels in place – WhatsApp group for studio and staff. Cascading of messages will take place via this channel, plus email where required. All to use this method for informing colleagues of expected days and times

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	<p>workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with the workshop in relation to your business</p>	<p><b>Hand Washing</b></p> <p>Hand washing facilities with anti-bac soap and water are in place. Stringent hand washing to take place on arrival at the premises.</p> <p>Please see hand washing guidance.</p> <p><a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p>Dry hands using disposable paper towels. Please see following about the use of paper towels.</p> <p><a href="https://www.nursingtimes.net/news/research/h-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research/h-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></p> <p>Sanitisers are available on arrival and throughout the building, these can be used where washing facilities not readily available and in addition to hand washing.</p>	<p>includes: Door handles, office, studios, print rooms/door keypads/switches/surfaces, such as stair banister/tables</p> <p>3. Wipe down security keypad and external door handles</p> <p>All to wash their hands immediately on arrival at WYPW. This should be for 20 seconds with hot water and anti-bac soap. Dry your hands with the disposable towels. Sanitiser available in addition. No access allowed to any areas if hands not washed.</p> <p>The wearing of gloves is not a substitute for good hand washing.</p> <p>Also remember to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Please report any hand washing problems or issues and be aware of the impact constant washing can</p>	<p>expected in the venue. This is a fast changing situation, please be aware that any changes in accessing the workplace by the Government will be through WhatsApp and email.</p>

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		<p><b>Cleaning</b></p> <p>Frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, door and security key pads, light switches, hand rails and toilets. Use the appropriate anti-bac wipes and or cleaning products, such as anti-bac spray, diluted bleach or other approved cleaning products. Cleaning products available in the under stairs cupboard.</p> <p><b>Social Distancing</b></p> <p>The number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p> <p><a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <p>Review of work schedules including start &amp; finish times, working from home etc. to reduce number of people on site at any one</p>	<p>have on your skin. Use an appropriate skin protection cream if necessary.</p> <p><a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></p> <p>Please remember: To help reduce the spread of coronavirus (COVID-19) here is the public health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p>Posters displayed.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>We must ensure that the necessary procedures such as hand/building cleaning, social distancing are being followed by all. Anyone found not adhering will be asked to leave the premises, return will only be following Management and Board approval.</p> <p>All to be reminded as and when, of the importance of social distancing</p>	

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		<p>time. Also relocating business areas to other venues if and when possible.</p> <p>Redesigning processes to ensure social distancing can take place.</p> <p>Digital conferencing to be used instead of face to face meetings.</p> <p>Social distancing also to be adhered to in all areas including kitchen; gallery; print rooms; print studios; outdoor space and office plus any other areas not covered by this list.</p> <p>If possible have a well ventilated room.</p>	<p>both in the workplace and outside of it.</p> <p>WYPW is not open to the general public until the approved date is given by the Government.</p> <p>Prior approval must be obtained if any Board, staff, studio or printmaker wishes to meet non WYPW people on the premises, for example meetings, showing of work.</p> <p>No access to the communal kitchen. This includes use of kettle, microwave, fridge, kitchen table. ALL staff and studio artists to bring own drinks and food and be self-contained, flasks/cans. Food to be eaten in studios, office and social distancing adhered to. Kitchen facilities to reopen at a date to be announced.</p> <p>Studio artists to access their own studios only. No access to print rooms until the technician has given the go ahead. New risk assessments</p>	

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		<p><b>Wearing of Gloves</b></p> <p>Where the wearing of gloves is a requirement of the job, an adequate supply of these will be provided by WYPW.</p> <p><b>Wearing of Masks</b></p> <p>Staff only. If the wearing of respiratory /FFP3 mask is a requirement of the job, these will be supplied by WYPW.</p> <p>For all other users (members, tutors) this type of mask must be supplied and used by the individual. Guidance on the type to use will be given by the technician.</p> <p><b>Disposable masks</b></p> <p>Disposable masks must be worn when social distancing measures cannot be undertaken. Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene/hand washing behaviours.</p>	<p>in place for the use of print rooms to follow.</p> <p>Remove gloves carefully to reduce contamination and dispose of them safely in the appropriate PPE bins.</p> <p>Staff respiratory masks will be supplied by WYPW and must not be worn by others.</p> <p>A full risk assessment for members in the safe use of masks in printmaking is to follow.</p> <p>Disposable masks can be the 'one use' or home made. If disposing of any of these, they must be disposed of in the appropriate PPE bin. A supply of disposable masks are available if required.</p>	

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		<p><b>Symptoms of Covid-19</b></p> <p>If you become unwell with a new continuous cough, a high temperature or the loss of taste and smell you must go home immediately. You must contact Julie Gaskell-Johnson and you will be advised to follow the link below for the latest professional health advice.  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/</a></p> <p>If a member of staff, studio artist, tutor or public tests positive and has developed Covid-19 and were recently at WYPW (or other venues where we could be working from) and where a member of staff has visited other work place premises, please contact Julie Gaskell-Johnson. The management team of WYPW will contact the Public Health Authority to take advice on the latest actions or precautions that should be taken.  <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p>	<p>Anyone who feels they are showing symptoms of COVID-19 <b>must not</b> come into WYPW. Please follow the link below for advice on what to do next.  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/</a></p> <p>You must report to Julie Gaskell-Johnson if you have symptoms and have recently been in WYPW. Similarly if you have been diagnosed and or requested to isolate via track and trace.</p>	

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		<p>You should not share vehicles or taxis and if possible, avoid public transport, work from home if possible.</p> <p><b>Mental Health</b></p> <p>Your mental health &amp; wellbeing during the Coronavirus outbreak matters and the Management Board will offer whatever support they can to help. If you feel you need to discuss this please contact Julie Gaskell-Johnson or a member of the Board.</p> <p><a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></p> <p><a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></p>	<p>Support will be offered to anyone who is affected by Coronavirus or has a family member affected. Regular communication of mental health information and an open door policy for those who need additional support. Please contact Julie Gaskell-Johnson or a Board member.</p>	

## PRINT WORKSHOPS SPECIFIC

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Spread of COVID-19 Coronavirus	Staff Resident studio artists Members of the workshop Tutors Course attendees Artists General visitors Contractors e.g. gas/electricians/rag and sanitary bin pick up/ Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with the	<b>In addition to all above:</b> <ul style="list-style-type: none"> <li>• Arrivals – members arriving at the same time must maintain social distancing and be patient.</li> <li>• One person <b>MAX</b> in each print room at any one time. (incl. dark room and paper prep area)</li> <li>• Members not permitted access to shop area (behind kitchen) – ask technician who will get materials for you.</li> <li>• Contactless card payments only, wherever possible.</li> <li>• Card machine moved to office entrance each day to allow for social distancing when payments are made, and sanitised after each use. (Move back inside office at end of each day).</li> </ul>	<ul style="list-style-type: none"> <li>• New online bookings system in place which reduces overlap between members</li> <li>• Members who need to access equipment in a different print room during their session to make the user of that room aware that they are coming in, and maintain a distance of 2m at all times.</li> <li>• Print rooms checked at end of day by technician – surfaces wiped down.</li> <li>• WYPW to have a stock of PPE which members can buy at cost if they forget their own</li> </ul>	<b>PPE members will need to bring:</b> <b>Cleaning screens:</b> <ul style="list-style-type: none"> <li>• <b>P3 respirator mask</b></li> <li>• <b>Rubber or nitrile gloves</b></li> <li>• <b>Goggles</b></li> <li>• <b>Ear defenders</b></li> <li>• <b>Apron</b></li> </ul> <b>Using solvents:</b> <ul style="list-style-type: none"> <li>• <b>Gloves – disposable provided in workshop but members may want to bring their own.</b></li> </ul> <b>Aquatint:</b> <ul style="list-style-type: none"> <li>• <b>P3 respirator mask</b></li> <li>• <b>Gloves</b></li> </ul>



	workshop in relation to your business	<ul style="list-style-type: none"><li>• All communal PPE removed from print rooms incl. aprons, respirator masks, gloves, goggles and ear defenders.</li><li>• Members to bring their own labelled PPE relevant to task and take away at the end of their session. <b>For cleaning screens or using aquatint, a P3 mask is necessary.</b> For using solvents in the etching room, nitrile gloves are necessary. If members do not have the correct PPE for the task they will not be able to do that part of the process. During transition technician will help by cleaning screens for members however members will be expected to buy and bring their own in the near future.</li><li>• All members to allow time at the end of their session to wash hands and wipe down surfaces – at least 10 mins.</li><li>• Staff to double check print rooms after session and wipe down surfaces if necessary, before next member starts their session</li><li>• Disposable vinyl gloves and hand sanitiser available in each print room.</li></ul>		<p><b>Etching using copper sulphate or Edinburgh Etch:</b></p> <ul style="list-style-type: none"><li>• <b>Rubber or disposable gloves</b></li><li>• <b>Goggles</b></li></ul>
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