

**WEST YORKSHIRE PRINT WORKSHOP**

**Risk Assessment COVID-19 – Continued opening at Mirfield and Unit 2, Huddersfield**

**Carried out by: Clare Alton-Fletcher**

**Assessment Date: 14/07/2021**

**Date of review: as and when Covid restrictions change**

WYPW has followed the government roadmap, reopening the gallery shop, Unit 2 and courses and the print rooms, socially distanced and through thorough risk assessment. The WYPW Mirfield building is also home to 11 studio holders who have their own workspaces and are able to come and go from the workshop as these spaces are designated workspaces. Unit 2 is open to gallery visitors and workshop users with private artist, Jennie Lee Jack. From the 19<sup>th</sup> July, legal restrictions will be lifted by government but WYPW will still be asking members to wear face coverings in communal spaces, use hand sanitiser on entry and maintain a 1m+ social distance where possible to reduce the spread of coronavirus. This allows 2 people rather than 1 into a print room at once at Mirfield and allowing slightly more people to attend a course while still allowing for 1m+ social distancing.

This risk assessment is guided by the advice from HSE information at: <https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm> and by government guidance at: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy> 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?	Control measures in place	Additional control measures to manage risk (monitoring)	Notes
Getting or spreading coronavirus by not washing hands or not washing them adequately	Staff and Volunteers  Resident studio artists	<b>Staff &amp; Studio holders:</b> All staff and studio holders made aware that on arrival (after silencing the alarms if required), to use sanitiser before proceeding to work space. No access allowed to any areas if hands not washed. The wearing of gloves is not a substitute for good hand washing. Notice by alarm panel and signing in book to remind staff and studio holders to wash hands on arrival.	<b>Staff &amp; Studio holders:</b>  Staff team to monitor that this instruction is being followed and further reminders or notices added if necessary.  <b>General visitors:</b>	<b>Staff &amp; Studio Holders:</b> Please report any hand washing problems or issues and be aware of the impact constant washing can have on your skin. Use

<p><b>(HANDS)</b></p>	<p><b>General visitors</b></p>	<p>Regular hand washing and sanitation encouraged through notices and with pre-opening training – especially after handling shop items or cash.</p> <p><b>General visitors to the shop:</b> All visitors are made aware with signage that on arrival, all hands must be sanitised and a sanitation station is provided for this to take place.</p>	<p>Ensure hand sanitiser is replenished by staff team within their daily checks regime so that the sanitation station is always available.</p>	<p>an appropriate skin protection cream if necessary. <a href="https://www.hse.gov.uk/skin/professiona/health-surveillance.htm">https://www.hse.gov.uk/skin/professiona/health-surveillance.htm</a></p>
<p><b>Lack of face masks leading to risks of coronavirus</b></p> <p><b>(FACE)</b></p>		<p><b>Staff, Tutors, Members &amp; Studio Holders</b> All staff and studio holders team adhere to the instruction that masks should be worn over mouth and nose in all communal areas including on entry and exit to the building (unless exempt). Face visors or masks worn for tutors and teaching where possible.</p> <p><b>General visitors</b> Signage on entrance that asks everyone to wear a mask over your mouth and nose on entry to the building (unless exempt)</p>	<p><b>Staff &amp; Studio Holders</b> Request of staff, members and studio holders to wear masks in communal spaces.</p> <p><b>General visitors</b> Any visitors not wearing masks will be asked to where possible. Stock of masks available for sale if visitors have forgotten them.</p>	
<p><b>Getting or spreading coronavirus in commonly used or high traffic areas</b></p> <p><b>(SPACE)</b></p>	<p><b>Staff and Volunteers</b></p> <p><b>Resident Studio holders</b></p> <p><b>General visitors</b></p>	<p><b>Staff &amp; Volunteers and Visitors</b></p> <p>The front door is the entrance and exit for the shop. Studio holders are asked to use the ground floor door for exiting the workshop to reduce the amount of usage the front door gets.</p> <p>The corridor from the front door into the gallery shop is a pinch point for high traffic. No workshop information or shop stock will be in this area to reduce dwell time.</p>	<p><b>Staff &amp; Volunteers and Visitors</b></p> <p>Monitor systems to check pinch point movement</p>	

		<p>Gallery shop doors open to reduce contact point and pinch point.</p> <p>Limiting numbers of shop visitors at any one time will reduce this pinch point in the corridor</p> <p>The kitchen area is open but recommended 2 people to use at any one time</p> <p>Perspex screen in place at till point to reduce risk at this 'gathering point'</p>		
<p><b>Contracting or spreading the virus by not maintaining social distancing (SPACE)</b></p>	<p><b>Staff</b></p> <p><b>Volunteers</b></p> <p><b>Studio Holders</b></p> <p><b>General Visitors</b></p>	<p><b>Staff, Members &amp; Volunteers &amp; Studio Holders</b></p> <p>Team to adhere to 1m+ social distancing where possible 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>Staff numbers on site at any one time to be reduced to minimum number to cover the site safely. Review of work schedules including start &amp; finish times, working from home etc. to reduce number of people on site at any one time. Main office to have a maximum of 2 people working in it at a 1m+ distance at any one time. Gallery shop till point to have a maximum of one person working at the till at any one time.</p> <p>Studio holders encouraged to use ground floor door to exit the building so that the front door can</p>	<p>Monitor to check working safely</p>	

		<p>be used as an exit and entry for visitors to reduce the risk of a lack of social distancing.</p> <p><b>General Visitors</b></p> <p>A maximum number of 10 visitors to the shop at any one time to ensure social distancing and 2 staff members. If we reach 10 people at once, the A frame at the front door is turned round with messaging about queuing until someone leaves before entering. Signage will also explain number restrictions – gallery shop is 60m sq but due to shop fittings, only 10 people will be allowed in the shop at any one time (and 2 additional staff). Signage to remind people to social distance.</p>		
<p><b>Poorly ventilated spaces leading to risks of coronavirus</b></p> <p><b>(REPLACE)</b></p>		<p><b>Staff &amp; Volunteers</b></p> <p>It is important to try and increase ventilation as more visitors will be accessing the gallery shop space. There are a lack of opening windows in the gallery shop space so non-fire doors such as those on entry to the gallery shop should be propped open as well as the front door (if weather allows) as long as the office door is secured for security reasons. Staff will also be instructed to prop open the screen room door and open the windows in this room to get a through draft – this door must be ‘unpropped’ if the staff member leaves the gallery space or if the fire alarms sound to enable fire compartmentation.</p>	<p>Monitoring how well this ventilation works and on poor weather days, that the gallery shop doors might be the only things we can prop open along with the opening and closing of the front door.</p> <p>Staff trained to ensure fire door to screen room unpropped if gallery shop unmanned or fire alarm sounds to ensure fire compartmentation</p>	

		<p><b>General Visitors</b></p> <p>Signage and messaging in place to make visitors aware of what we are doing to enable adequate ventilation of the space to keep them safe.</p>		
<p><b>Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations (CLEAN)</b></p>	<p>Staff and volunteers</p> <p>Resident studio artists</p> <p>General visitors</p>	<p><b>Staff &amp; Studio holders:</b></p> <p>On arrival (after silencing the alarm)</p> <ol style="list-style-type: none"> <li>1. Use sanitiser.</li> <li>2. Wipe down keypad</li> <li>3. Sign in</li> <li>5. You are now able to access the workshop and gallery shop to set up</li> </ol> <p><b>General Visitors</b></p> <p>Signage in place to ask people to only touch items they intend to buy.</p> <p>All purchases asked to be paid for by card where possible to reduce cash handling. Till to only be used by one member of staff a day and clean down with disinfectant before another member of staff uses it.</p>	<p>Monitor measures in place to measure effectiveness and ensure they are being adhered to.</p>	
<p><b>Spread of COVID-19 from gallery shop to other places and people (TRACK AND TRACE)</b></p>	<p><b>Staff</b></p> <p><b>Volunteers</b></p> <p><b>Contractors</b></p> <p><b>General Public</b></p>	<p><b>Staff, Volunteers and Studio holders: TRACK &amp; TRACE</b></p> <p>Anyone who feels they are showing symptoms of COVID-19 must not come into WYPW. Please follow the link below for advice on what to do next.</p> <p><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 Clare Alton-Fletcher if you have symptoms and have recently been in</p>	<p>Monitoring track and trace being taken up and asking people to do it at the till point if they have forgotten on entry</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</p>

		<p>WYPW. Similarly if you have been diagnosed and or requested to isolate via track and trace.</p> <p>All WYPW team must sign in to the signing in book in case of track and trace monitoring information.</p> <p>All WYPW encouraged to participate in the 2 lateral flow tests per week government as per: <a href="https://www.gov.uk/government/news/twice-weekly-rapid-testing-to-be-available-to-everyone-in-england">https://www.gov.uk/government/news/twice-weekly-rapid-testing-to-be-available-to-everyone-in-england</a></p> <p><b>General Visitors</b></p> <p>Must scan track and trace QR code poster displayed on entrance when they arrive. Signage encouraging visitors to do this will be in place.</p>		<p>those who need additional support. Please contact Clare Alton-Fletcher or a Board member.</p>
<p><b>Increased risk of infection and complications for workers who are clinically extremely vulnerable and workers in higher- risk</b></p>	<p><b>Staff</b> <b>Volunteers</b></p>	<p>Identify who could be clinically extremely vulnerable and follow the government guidance. Follow <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>At time of writing, shielding in England has ended.</p> <p>.</p>		

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