

SPIKE PRINT STUDIO

**Risk Assessment COVID-19 – General
Assessment Date: 1 July 2020
Updated: 4 August 2020; 14 October**

**Carried out by: Francisco Garnica, Studio Manager
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 newly discovered coronavirus. Symptoms can be mild, moderate, severe or fatal.

RISK: The main way the virus is spread is person to person, through contaminated droplets produced by others as they talk, cough, sneeze and breathe, which can remain in the air for several hours.

WHO MIGHT BE HARMED:

1. Staff Members
2. Member Technicians (MTs)
3. Members
4. Tutors
5. Course attendees
6. Spike Island community
7. General visitors
8. Contractors e.g. electricians/plumbers
9. Vulnerable groups – Elderly, pregnant women, those with existing underlying health conditions.
10. Anyone else who physically comes in contact with the studio.

COVID-19 SYMPTOMS

If you become unwell with a new continuous cough, a high temperature or the loss of taste and smell you must wash hands and go home immediately. Safely inform those present in the studio before you leave. Anyone in the premises must evacuate immediately. You must contact the Studio Manager (Telephone: 07926847409).

Similarly, if you have been diagnosed and/or requested to isolate via track and trace. You will be advised to follow the link below for the latest professional health advice: <https://contact-tracing.phe.gov.uk>

Do not enter the building or the print studio if you feel under the weather, have cold symptoms or anyone in your family is unwell. If a member of staff, studio member, tutor, or course attendee develops Covid-19 and was recently at SPS, contact the Studio Manager. The management team of SPS will contact Public Health England to take advice on the latest actions or precautions that should be taken.

You should not share vehicles or taxis and if possible, avoid public transport, work from home if possible.

PLEASE CHECK THE GOVERNMENT SITE REGULARLY

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

or this app which has significantly influenced policy:

<https://covid.joinzoe.com/>

STUDIO/AREA	WHO MIGHT BE HARMED	IDENTIFIED RISK	CONTROL MEASURES	Additional controls to manage risk	FINAL RISK LEVEL
Entry to building	All	Bottleneck in reception/cafe	<ul style="list-style-type: none"> Spike Island remit – implementing social distancing, signage, regular cleaning 		High/medium
Deliveries/post	Spike Staff, SPS staff	handling	<ul style="list-style-type: none"> Liaise with Spike Island Quarantine parcels/post Members cannot have personal orders delivered to SI & SPS 	<ul style="list-style-type: none"> Limit/time orders to arrive during reception opening time 	High/medium
Entry to Studio	All users	<p>Shared with commercial tenant</p> <p>Signing in system</p> <p>Bag & coat storage</p>	<ul style="list-style-type: none"> All doors to be propped open to minimise surface contact. No-one can enter unless asked. Clear Signage Signing in book – no communal pen, use of own pen to sign in and out with gloves or sanitized hands. Members to specify print room (screenprint or etching/relief), table No. and bed/press to be used. Electronic signing in subject to studio resources. Liaise with Next Green Car Ltd re: entry discipline Bag/ coat storage clearly defined Members must bring own PPE or buy from SPS Members and attendees bring their own aprons, masks, and gloves. PPE suppliers list sent to all. 	<ul style="list-style-type: none"> The wearing of gloves is not a substitute for good hand washing. Wash hands for at least 20 seconds regularly and covering every area of the hands. Dry them thoroughly with a paper towel and use it to close the water tap before discarding it. Avoid touching your eyes, mouth and nose. Never touch your face with dirty hands Catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it. Change your mask after coughing/sneezing into it. Discard only in PPE bin. 	Medium/low

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				<ul style="list-style-type: none"> • Report any hand washing problems or issues in the facilities. • Be aware of the impact constant washing can have on skin. Use an appropriate skin protection cream if necessary. 	
Office	Staff	Narrow social distancing very difficult	<ul style="list-style-type: none"> • Ideally two members of staff can work in office or 3 when there is excellent ventilation in summer. Masks to be worn when entering, leaving or moving through office. • At least one member of staff in studio during non-keyholder access. • Rest of staff work from home. • Rotate staff times in studio • No computer sharing • Keyboard cleaning kits • Signage 	<ul style="list-style-type: none"> • New internal communication channels in place – WhatsApp group for staff. • All to use this method for informing colleagues of expected days and times expected in the venue. • This is a fast changing situation, please be aware that any changes in accessing the workplace by the Government, during a resurgence, will be through phone call, text, WhatsApp and email. 	Medium
Corridors	All	Narrow social distancing very Difficult	<ul style="list-style-type: none"> • Clear signage on floor, doors • Respect for others and negotiation 		High?

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All print rooms	Staff, members, students, visitors	Surface contact inhalation	<ul style="list-style-type: none"> • Wear a mask at all times when moving around the building and studio, when socializing, and when social distancing measures cannot be undertaken. Dispose mask if you cough/sneeze and at the end of session in the dedicated PPE (pedal) bin. • Disposable masks can be used only if 3-ply. 3-layer home-made face coverings are acceptable; however, bring several in case you need to change them after coughing/sneezing. Put face covering in resealable bag to take home to wash. • A supply of disposable masks is available in the shop if required (£0.30). Studio users to work in silence when taking breaks from mask and talking (loud conditions pose a higher risk (vacuum beds, hair dryers, etc). • The number of persons in any work area to comply with the 1-metre-plus rule with risk mitigation. • Abundant hand sanitiser gel available on arrival and throughout the studio, these can be used where washing facilities not readily available (mezzanine) and in addition to hand washing. Available on every sink and possible work surface. Use after drying hands with disposable paper towels. 	<ul style="list-style-type: none"> • Ensure that the necessary procedures such as hand/facilities cleaning, social distancing are being followed by all and inform the Studio Manager of any issues. Anyone found not adhering will be asked to leave the premises, return will only be possible following Management and Board of Trustees approval. • All to be reminded as and when, of the importance of social distancing and sanitation both in the studio and outside of it. • SPS is not open to the general public. Access by appointment only. No Entry sign at code door. • Prior approval must be obtained if any studio user wishes to meet non SPS users on the premises; however, this is discouraged. 	Med

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			<ul style="list-style-type: none"> • Mandatory use of one worktable to deposit belongings. Alcohol wipes and disposable gloves on every table. Tables distanced from each other and not all have chairs; intermittent ones only for placing personal items. Only one user per table and chair at a time, and sanitized before and after use. • Hand washing facilities with anti-bac soap and water (6 sinks). Stringent hand washing to take place on arrival at the premises. Dry hands using disposable paper towels. • Provide cleaning packs for each worktable. • Clearly marked worktables with screens if necessary. • Reduce contact by providing materials. • Reduce sharing tools. • Limit of 4 members or students per print room. • All work surfaces and handles in the Studio will be sanitised at the end of every day. • Provide checklists at all required points. • Sanitising stations in both studios. 	<ul style="list-style-type: none"> • All tools, aprons and anything sharable removed from the space. Only equipment and specialist tools will be shared after disinfecting. Tutors to disinfect tools before and after classes. • Disinfect your mobile phone before you place it on your worktable. Ideally keep your phone in your pocket or bag. Mobile phones must be disinfected regularly. (They are considered Trojan horses with potential reservoirs of infectious pathogens.) 	
Kitchen Area	Staff, members, students	Covid-19 transmission through surfaces	<ul style="list-style-type: none"> • Kitchen out of bounds until January. • Members and students to bring own food and drink/thermos. Food containers and food waste to be taken home to be washed or disposed. • Food wrapping to be disposed of in kitchen bin 	<ul style="list-style-type: none"> • No access to the communal kitchen. This includes use of kettle, microwave, and fridge. All studio users to bring their own drinks and food in self- contained flasks/cans. Food to be 	

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			<ul style="list-style-type: none"> • Clean where you eat before and after • Wash hands before and after eating • Cleaning kit provided 	eaten in the users' personal table. Kitchen facilities to reopen at a date to be announced.	
Studios	Staff, members, students	Transmission of Covid-19 amongst members, students, staff, tutors	<ul style="list-style-type: none"> • No more than 5 persons at a time per print room. • cleaning kits at each work table (repeat) • Appropriate PPE must be worn. • Allow 30 minutes clean up and disinfection time. • Be vigilant - pay attention to what is happening in the studio and where everyone is. 	<ul style="list-style-type: none"> • No access to SI Studio Holders via Screenprinting room. Everyone must use the code door access (to remain opened at all times). 	
Solvent room	All	bottleneck	<ul style="list-style-type: none"> • No more than 1 person at a time in solvent room. 		
Aquatint room	All	bottleneck	<ul style="list-style-type: none"> • No more than 1 person at a time in aquatint room. 		
Washout room	All	bottleneck	<ul style="list-style-type: none"> • No more than 1 person at a time in wash out room. 		
Exposure room	All	bottleneck	<ul style="list-style-type: none"> • No more than 1 person at a time in exposure room 		
Darkroom	All	bottleneck	<ul style="list-style-type: none"> • No more than 1 person at a time in darkroom. • Tutor + 1 student in classes 		
Mezzanine: plan chests access, paper guillotine,	Staff, members, students	bottleneck	<ul style="list-style-type: none"> • No more than 3 persons at a time in the mezzanine. 		

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clean area, and shop.			<ul style="list-style-type: none"> Online Shop Purchases. Items left to quarantine before collection by MTs or staff member. 		
All studio areas	Staff, members, students	ventilation	<ul style="list-style-type: none"> Keep all areas well ventilated at all times. Open all doors wide and balcony doors left on latch; open windows if needed on stuffy days. Wash out room's extraction fan to be left on at all times (execute reasonably). Users to wait 10 minutes before entering (timer provided), after the last person has been in. Last person in doesn't turn the extraction fan off as usual. Sanitise hands before and after. Use of disposable apron mandatory. 		
All studio areas	All users	Lack of communication	<ul style="list-style-type: none"> Communicate well with others when there's need to make space in the drying cabinet Handle screens with gloves 		
All studio areas	All users	Mental health problems	<ul style="list-style-type: none"> Your mental health & wellbeing during the Covid-19 outbreak matters and the SPS Management will offer whatever support they can to help. 		

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			<ul style="list-style-type: none"> • Support will be offered to anyone who is affected by Covid-19 or has a family member affected. Regular communication of mental health information, and an open door policy for those who need additional support. • If you feel you need to discuss this, please contact the Studio Manager. Francisco@spikeprintstudio.org 		

The Studio Manager will check weekly for updates and amend the Risk Assessment accordingly: www.gov.uk/workingsafely
Final risk level difficult to quantify as we do not know what we are dealing with. Final risk levels based on this uncertainty.