

OT creative SPACE CIC - COVID-19 SAFE Risk Assessment
Approved by Directors : 14/9/2020

Date: September 2020

Carried out By: Lynda Sterling

Staying COVID Secure – Our Commitment

We recognise the risk posed by Coronavirus (COVID-19) to our Artists, workshop leaders, participants and visitors and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment. We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of all our Artists, workers, participants and visitors . We will share this Risk Assessment on our Website and with all Artists and those working in our setting and consult on its contents. We will continue to comply with all relevant Health and Safety Legislation

This Risk Assessment has been divided into two categories; People and Physical Space. There is some overlapping between these.

People- Artists, workshop leaders (workers), participants and visitors. Any people coming into the space or attending an outdoor workshop

What are the hazards	Who might be harmed and how?	Controls	What further Action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Getting or spreading Coronavirus by not washing hands or not washing them adequately enough	Artists Workers Participants Visitors	<ul style="list-style-type: none"> ● Hand sanitizer on Entrance to Studio and other areas where no wash station is available ● Guidance posters on Hand washing at all sinks (4) ● Provide soap and drying facilities at each wash station/sink 	<ul style="list-style-type: none"> ● Ensure wash stations remain clean and have the correct signage ● Regular reminders in workshops to wash or sanitise at beginning and end ● Identify how we will replenish hand sanitizer 	LS and MS	Oct 2020

			and soap		
Getting or spreading Coronavirus in common high traffic areas like kitchen/ toilet/ front door etc	Artists Workers Participants Visitors	<p>Regular Cleaning and Monitoring of :</p> <ul style="list-style-type: none"> ➤ Areas where people will congregate: Kitchen, back door, smoking areas <p>Limit this to one person at a time in each area</p> <ul style="list-style-type: none"> ➤ Areas where people touch the same surfaces: kettle, condiments etc, pen for signing in, front door handle. <p>Wipe down after each use.</p> <ul style="list-style-type: none"> ➤ Limit number of Participants and visitors in the studio at one time. Maximum 8. ➤ Use one way system if there is an exhibition or tour happening where people are continually arriving. Exit via back door and Alley way. 	<ul style="list-style-type: none"> ➔ This may take a bit of time as we work out how people use the space; report and log and near miss situations as well to help identify what further controls may be needed. ➔ Ensure each area and objects are regularly cleaned and have enough cleaning materials and monitored and that people are following controls 	LS	Oct 2020
Coronavirus Spreading by having different community members regularly in the studio	Artists Workers Participants Visitors	<ul style="list-style-type: none"> ● Limit numbers allowed in studio at one time or in each workshop. Maximum 8 ● Everyone entering building must wear face covering (unless exempt) Artists do not need to when working in their own designated studio space. 	<ul style="list-style-type: none"> ➔ Create signage for front door clearly stating the number of people allowed in building at one time. ➔ Someone to 	LS and MS	Oct 2020

		<ul style="list-style-type: none"> • Each person entering must be registered on our database so we can adhere to track and trace guidelines. Sign in sheet at entrance- leave mobile if not registered and we will send a link to register. • Workshops set up to keep social distancing between participants • Workshop leaders to wear a face visor so they can move between participants safely • Ensure everyone Hand Santizes on entry and exit of building • All artists and workers to have read and understood the risk assessment and their roll to play. 	<p>send links to those not registered.</p> <p>→ Considered getting a perspex screen for middle of workshop table.</p> <p>→ Source PPE</p> <p>→ Send out risk assessment to all artists and workers.</p>		
Mental Health and well being affected through Isolation or anxiety about coronavirus	Artists Workers Participants Visitors	<ul style="list-style-type: none"> ➢ Share information about mental health and well being with artists and workers ➢ Involve artists in competing risk assessments so they can help identify potential problems and identify solutions ➢ Display a list of support groups or contact numbers for participants and visitors if concerned about their mental health 	<p>→ Compile information, numbers and support groups info and create poster to display.</p>	LS	Oct 2020
Increased risk of infection and complications for vulnerable people	Artists Workers Participants Visitors	<ul style="list-style-type: none"> • Request Artists and workers to inform us if they are more vulnerable due to health/eye etc and discuss their individual risks 	<p>→ Put system in place on registration form for people to</p>	MS	Oct 2020

entering the studio.		<p>and ensure they are safe and protected through social distancing and hygiene</p> <ul style="list-style-type: none"> • Ensure social distancing measure and hygiene are in place and adhered to in the studio to protect any participants or visitors who fall into this category 	<p>disclose if they are at higher risk of infection.</p> <p>→ Regular monitoring of measures in place.</p>		
----------------------	--	--	--	--	--

Studio SPACE, maintenance, cleaning and social distancing layout in physical space, materials used in workshops

What are the hazards	Who might be harmed and how?	Controls	What further Action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Contracting or spreading the virus by not social distancing	Artists Workers Participants Visitors	<ul style="list-style-type: none"> ➤ Limit the number of people in the building 6 Artists in designated studio spaces and then 8 people in space for workshop or tour/exhibition ➤ Limit the number of people in high density spaces to 1 - Toilet, kitchen, doors front and back, stairway ➤ Use a one way system through building if hosting an event with a steady flow of people coming through ➤ Identify any areas where it is not possible to social distance - potentially during a workshop 	<ul style="list-style-type: none"> → Create signage for numbers allowed in building and individual spaces → Provide signage to remind everyone on what they need to do in order to social distance → Look at getting a perspex screen barrier 	LS and DT	Oct 2020

		around a table	for centre of table		
Getting or spreading Coronavirus by not cleaning surfaces, equipment and workstations	Artists Workers Participants Visitors	<ul style="list-style-type: none"> ● Train workers on how to use PPE successfully ● Identify key high use areas and ensure they are cleaned more frequently. Door handles, banisters, kitchen worktops and utensils. ● Ensure each Artist has cleaning materials for their own area and regularly cleans it. ● Discourage movement around the building unless necessary ● Create equipment boxes for each workshop so no equipment is shared between participants ● Devise a strategy to clean equipment or quarantine equipment for 72 hours between different people using it. 	<ul style="list-style-type: none"> → Put in place monitoring system for when areas and items have been cleaned - log book → Identify how and when to replenish cleaning products → Get equipment boxes and enough equipment 	LS and DT	Oct 2020
Poor workplace ventilation leading to risks of coronavirus spreading	Artists Workers Participants Visitors	<ul style="list-style-type: none"> ➤ When people are in the building ensure windows or doors that can be are open (even just ajar) including front door if doing workshop ➤ Keep middle door open as much as possible during the day to keep air flowing 	<ul style="list-style-type: none"> → Identify which windows and doors can be kept open safely → Create a sign for front door so no one else can enter if door is open for air circulation 	MS	Oct 2020

			during workshop		
An identified case of COVID-19 from someone who has been in the building	Artists Workers Participants Visitors	<ul style="list-style-type: none"> ● Follow track and trace protocol to notify all relevant people of the case and need to self isolate. ● If an artist - complete a deep clean of their area along with all communal areas of the building ● If a participant or visitor- complete a deep clean of all communal areas and request artists to clean their own area . 	<ul style="list-style-type: none"> → Keep up to date with relevant track and trace protocol → Ensure enough cleaning products are always on site to do a deep clean. 	LS	Oct 2020
Spreading Coronavirus whilst hosting workshops outside the space or in another indoor space.	Workers Participant Visitors	<ul style="list-style-type: none"> ➤ Follow government guidelines on social distancing and hygiene whilst outdoors- keep 2 meters apart, ensure hand sanitization, limit sharing of materials and clean beforehand if needed , display clear signage about social distancing requirements ➤ Re: THE BACK gALLErY- operate a one way system to limit participants getting near each other and space out tables as much as possible. Use the full outdoor space. ➤ If at another venue make sure they are Covid secure and read their risk assessment before running any event or workshop. 	<ul style="list-style-type: none"> → Complete individual risk assessment before working out doors, ensure enough materials and sanitizer and signage are on hand before starting. → Identify any changes or new things to do before working in another area. 	LS	Oct 2020

