



## Risk Assessment: LPW Covid-19

The [Government's overriding plan](#) is to:

“return life to as close to normal as possible, for as many people as possible, as fast and fairly as possible... in a way that avoids a new epidemic, minimises lives lost and maximises health, economic and social outcomes.”

We have redesigned our previous operating processes and health and safety guidelines to ensure that LPW is Covid-19 secure and have done everything reasonably practicable to minimise the risk, recognising that we cannot completely eliminate the risk of COVID-19

*The Studio Manager will check weekly for updates and amend this RA accordingly: [www.gov.uk/workingsafely](http://www.gov.uk/workingsafely)*

To ensure any issues are managed there will be a phased reopening:

July and August	Postponed courses from March-June. Members. Exhibitions by Appointment.
September	Focus on supporting Members to return to the Studio. New Exhibition and Shop open. New Brochure published (Oct 20-Jan21)
TBC	Bespoke, Schools, Pop Up Print

This Risk Assessment covers both the BUILDING; for **Staff, Tutors, Volunteers, Studio Holders, Members, Course Participants and everyone visiting the building**; and specific COURSES/PROCESSES. (Please note: “Studio” refers to the downstairs shared studio and education spaces).

AREA	RISK	MITIGATION	RISK
Entire Building	Receiving COVID-19 from a person with Symptoms	<ul style="list-style-type: none"> <li>If <b>anyone</b> shows any of the symptoms - which now include <b>loss of taste and/or smell, or a persistent cough or a high temperature</b> - or they are <b>living in a household with someone</b> who has any of the symptoms, they should not to come to LPW and isolate themselves for 14 days or until they receive a negative test result.</li> <li>A member of staff will check Temperatures of anyone entering the building. If anyone has a temperature over 37.8°C you will be asked to return home.</li> <li>If anyone shows any of the Covid-19 symptoms when they are at LPW, they are to inform staff and make arrangements to go home immediately. If they</li> </ul>	LOW

		<p>need to call for someone to collect them or ask LPW staff to call for a taxi, they need to wait in an isolated space at least 2m away from others.</p> <ul style="list-style-type: none"> <li>• Following government advice regarding Track and Trace, if anyone has any symptoms within 7-14 days of visiting LPW, they will be asked to inform LPW. LPW will then notify every visitor on the days they were in the building, so they can self isolate and apply for a test.</li> <li>• You can apply for a test here: <a href="https://www.nhs.uk/ask-for-a-coronavirus-test">https://www.nhs.uk/ask-for-a-coronavirus-test</a> or call 119</li> <li>• This information is communicated via signs around the building, in our Newsletters and Pre-Course information and on our website.</li> </ul>	
Entire Building	<p>Receiving COVID-19 from a person without symptoms:</p> <p>Some people carry the disease asymptotically, which may mean that they can spread the virus without knowing that they are infectious. Those who do develop symptoms often do not show signs of being infected for around 5 days; a significant proportion of infections take place in this time, particularly in the 2 days before symptoms start.</p> <p>The main way the virus is spread is person to person, through contaminated droplets produced by others as they talk, cough,</p>	<p>SHIELDING</p> <ul style="list-style-type: none"> <li>• If anyone is classed as <a href="#">clinically extremely vulnerable</a>, the strong advice is to stay at home at all times and avoid any face-to-face contact until 1 August, followed by minimal contact with others thereafter.</li> <li>• Everyone else is asked to follow the government's <a href="#">social distancing advice</a>, along with this Risk Assessment.</li> </ul> <p>HYGIENE</p> <ul style="list-style-type: none"> <li>• We have put additional hygiene procedures into place. These include: <ul style="list-style-type: none"> <li>- Sanitising stations, with a request that everyone thoroughly cleans their hands regularly throughout the day and when entering and leaving the building. A cleaning rota will be on display and completed throughout each day.</li> <li>- Frequent cleaning and disinfecting communal surfaces including handrails and door handles, and the communal areas such as the toilets and refreshment areas.</li> <li>- Each work station will have its own equipment that will have been cleaned before use and needs to be cleaned by the user at the end of the day.</li> <li>- The Studio will close 1 hour earlier, at 4pm, so that the Studio Team can clean it at the end of every day.</li> </ul> </li> </ul>	LOW

	<p>sneeze and breathe, which can remain in the air for several hours.</p> <p>Transmission is affected by both duration and proximity of contact.</p> <p>Transmission is less likely to occur through contact with germs on hard or soft surfaces. The virus can last on metal, glass and plastic for up to 7 days. It can also last for hours on some soft surfaces such as clothing and paper for up to 5 days (according to <a href="#">recent virology tests</a>)</p>	<p><b>SOCIAL DISTANCING</b></p> <ul style="list-style-type: none"> <li>• We are implementing the 2m distancing rule throughout the whole building</li> <li>• We are limiting the numbers of people in the building by only allowing one type of activity each day (ie courses or members) in the Studio; with either 8 Members per day or 8 Course Participants, plus 1 Member/staff in the Framing Room. There will be a maximum of 2 members of staff downstairs and 1 member of staff in each office upstairs.</li> <li>• Presses will no longer be shared, with each Member assigned their own press to use per day.</li> <li>• Clearly marked work stations limit the maximum number of people in the main studio to 5 and the maximum number of people in the Education Space to 3</li> <li>• Utility/Technique Rooms are to be limited to 1 person only per day.</li> <li>• Numbers will also be limited according to specific processes/courses, see details below</li> <li>• Members will book and pay online to use the Studio for up to a whole day, up to 6 hours (max 10am-4pm), or half a day (up to 3 hours) and each person will have a work station to themselves for that day and arrival/departure times will be staggered.</li> <li>• As well as the 2m distances, working spaces are also organised side by side, wherever possible rather than face to face</li> <li>• Movement around the building will be reduced by changing course structures and staff working practices</li> <li>• The Studio will be closed to all visitors at 4pm, to enable thorough cleaning.</li> <li>• Staff working hours and Course/Member times are staggered, avoiding congestion.</li> </ul> <p><b>PPE</b></p> <ul style="list-style-type: none"> <li>• Gloves will continue to be provided for all course participants and Members free of charge. Staff should also continue to use gloves when appropriate.</li> <li>• From 8 August everyone has to wear a mask or face covering in the Studio. Disposable masks will be available for course participants, Members and staff to use, providing LPW is able to obtain them from suppliers. Face coverings need to be used carefully: washing hands before putting them on</li> </ul>	
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		<p><b>STUDIO HOLDERS</b></p> <ul style="list-style-type: none"> <li>• Studio Holders will continue to inform each other when they are intending to come into their Studio and are encouraged to keep to the same days where possible so they cross over with the same artists and staff.</li> <li>• Studio Holders will only use their kitchen facilities upstairs.</li> <li>• Studio Holders are encouraged to use the stairs towards the front of the building.</li> <li>• Studio Holders will need to arrange permission for any visitors with the Studio Manager or Director.</li> </ul> <p><b>STAFF</b></p> <ul style="list-style-type: none"> <li>• We will keep people working in small teams, and with the same staff in the building on the same days as far as possible.</li> <li>• We will work to the following daily rota: 1 person in the Admin Office, 1 person in the Managers Office, 1 person at Reception, 1 person in the Studio</li> <li>• To enable this, Staff who are able to work from home will be able to do so for some of their working week.</li> <li>• We will limit the number of visitors by holding meetings via video conferencing where appropriate. Staff will host their visitors throughout the time they are in the building.</li> <li>• Staff travelling by public transport should speak to their Line Manager regarding altering their start/finish times if required</li> </ul>	
<p>Kitchen and Refreshments</p>	<p>Transference of COVID-19 through food and drink</p>	<ul style="list-style-type: none"> <li>• The downstairs kitchen will be closed completely to Staff, Members and Course Participants.</li> <li>• Refreshments in the form of hot drinks will be available in the Shop area. The urn will be in use with milk being stored in a Thermos flask. Wooden stirrers will be available, no cutlery will be provided by LPW, only mugs. Everyone is welcome to bring their own travel mug.</li> <li>• Gloves are to be worn when operating the urn</li> <li>• We encourage everyone to bring a pack lunch in a cool bag to reduce the need to go in and out of the building</li> <li>• There is a break area in Gallery 2, with seating and separate tables 2m apart</li> </ul>	<p>MEDIUM</p>

		<ul style="list-style-type: none"> <li>• Please use the sanitising station to clean the chair and table after use</li> </ul>	
Reception Area, including the Galleries, Shop and Lockers	Transmission of COVID-19 from visitors, including delivery staff	<ul style="list-style-type: none"> <li>• There will be clear signage for the new operating procedures at the Signing In station concerning social distancing and site hygiene.</li> <li>• Everyone except for deliveries must wait for a member of staff to sign you in. They will contact a member of the tech team to direct you to your work station or call the person you are visiting.</li> <li>• The exhibitions will only be open by appointment until September.</li> <li>• A perspex screen has been installed around the Reception area.</li> <li>• The front door will be kept unlocked so staff do not need to open it for visitors, with a sign to explain we are closed apart from bookings, appointments or Click and Collect.</li> <li>• We will not accept cash transactions, so payments need to be made by card.</li> <li>• Deliveries will either be cleaned, if it is possible to disinfect them, otherwise they will be quarantined for 5 days for cardboard and 7 days for glass/metal/plastic. Deliveries will be moved by people wearing gloves and aprons.</li> <li>• The Shop will be closed to <b>all</b> visitors. Items can only be purchased through email or by phone and posted. This will be clearly indicated on signage in the Shop.</li> <li>• The lockers for storing bags and coat hooks will be out of use. Personal belongings are to be kept under the table in the box provided next to your designated work station.</li> <li>• Each member of staff will have a telephone to use at their workspace, so that calls are transferred and phones are not shared.</li> <li>• A possible bottleneck area is the corridor leading from the Gallery into the Studio. Please be aware of this and if someone else is coming through, please wait in the open space in the Gallery or between the Tech station and the Etching Press.</li> </ul>	LOW
Downstairs Toilets		<ul style="list-style-type: none"> <li>• The following changes have been made with regard to cleaning: <ul style="list-style-type: none"> <li>- Wall mounted paper towel dispensers have been installed and are to be used instead of fabric towels</li> </ul> </li> </ul>	MEDIUM

		<ul style="list-style-type: none"> <li>- The toilets are cleaned and disinfected each morning and at regular times throughout the day, with a visible Cleaning Rota on display.</li> <li>- A cleaning spray and cloth is provided in each toilet if you wish to clean the facilities before and after use.</li> <li>• The corridor outside the toilets is a possible bottleneck area - if both toilets are engaged please return to your work station and wait for one to become available</li> </ul>	
Offices		<ul style="list-style-type: none"> <li>• Staff will work to a new rota for who is working where and when so that there is only 1 member of staff in each office each day</li> <li>• Each member of staff will only work at one computer each day. At the end of the day any of the computers/phones that are shared with others will be thoroughly cleaned.</li> <li>• Staff will not share equipment, such as pens or paper, so each will need to select their own and keep them separate</li> </ul>	LOW
Framing Room		<ul style="list-style-type: none"> <li>• One Member can book to use the Framing Room each day though the online booking system for the Studio</li> <li>• The room will be cleaned and sanitised by the Tech Team after each use</li> <li>• When booking, please email or phone the Studio team so they are aware of what equipment and materials will be required and prepared for you</li> </ul>	LOW
Studio 10		<ul style="list-style-type: none"> <li>• This room will be used as a quarantine zone for materials and deliveries, which will be dated then put back into use in the studio.</li> <li>• It will also be the Sick bay if someone happens to fall ill whilst in the building.</li> </ul>	MEDIUM
Studio	Transmission of Covid-19 amongst Members	<ul style="list-style-type: none"> <li>• LPW will provide an individually prepared and sanitised kit of tools for each member in their work station, designed for your technique and prepared by a Tech wearing appropriate PPE.</li> <li>• When and where appropriate PPE must be worn – see details above</li> <li>• We have planned your work station to have easy comfortable access to the press, and/or utility room that you may need to use, alongside plenty of working space and including an additional inking up area</li> </ul>	LOW

		<ul style="list-style-type: none"> <li>• All equipment and surfaces will have been cleaned the evening before providing a clean and safe working environment</li> <li>• Inks and paper will be stored away, you will need to ask a technician to provide the ink/paper you require</li> <li>• The utility rooms allow 1 person only in at a time</li> <li>• The Letterpress area can only be booked out every 3 days with a 72 hour time lapse between use.</li> <li>• All type and letterpress ephemera used is to be labelled with name and date of use.</li> <li>• The letterpress Furniture will be covered when not in use.</li> <li>• Participants will abide by social distancing - Verbal Communication between each other is also key along with the limited numbers, planning, signs and works stations.</li> <li>• All members must be finished, with a clean area and tools, and ready to go by 4pm at the latest, to allow an hour for cleaning at the end of the session, without exceptions.</li> </ul>	
<p>Box/Book Making</p>	<p>Course Risk Assessment to mitigate transmission of the virus between participants and tutor/staff</p>	<ul style="list-style-type: none"> <li>• LPW will provide an individually prepared kit of tools for each participant/member, prepped by a Tech wearing appropriate PPE.</li> <li>• Paper will be pre-cut and any paper needed within the course will be handled by a Tech wearing gloves.</li> <li>• Access to the nipping press or printing presses will be mediated by the tutor or technician to reduce the use as a shared resource</li> <li>• All demos will be done in the central part of the studio where social distancing can be maintained by participants.</li> <li>• Participants will be allocated a specific work station where they will access their materials and complete their work.</li> <li>• Etiquette when using the drying racks will be fully explained by the tutor</li> <li>• Written worksheets will be sent electronically via email as necessary for back up to the course. Anyone requiring a printed copy must ask the tutor who will get the Tech to print a copy.</li> <li>• Work used as examples to show the technique will be handled only by the tutor and not by the class generally.</li> </ul>	<p>LOW</p>

		<ul style="list-style-type: none"> <li>• All participants will be made aware that they can access face masks and gloves onsite if they wish to use them.</li> <li>• All tools will be returned to the original basket by each participant and cleaned by a Tech before returning to the materials cupboard. Paper will be quarantined in studio 10</li> <li>• All participants must be finished and ready to go by 4pm. There must be an hour for cleaning at the end of the session without exceptions</li> </ul>	
<p>Intaglio, including Drypoint, Etching (hard/soft ground and Photo-etching), Aquatint, Engraving</p>	<p><b>Course Risk Assessment</b> to mitigate transmission of the virus between participants and tutor/staff</p>	<ul style="list-style-type: none"> <li>• LPW will provide an individually prepared kit of tools and plate for each participant, prepared using appropriate PPE</li> <li>• All participants will be issued a clean set of PPE and if more is required then a Tech will issue it. If required an apron, gloves and goggles. You will have a choice of wearing a face mask if wish.</li> <li>• Plates will be prepped and ground for each participant and demonstration will be given as below.</li> <li>• Paper will be pre-cut and any paper needed within the course will be handled by a Tech wearing gloves.</li> <li>• Etiquette when using the drying racks will be fully explained by the tutor</li> <li>• Each participant will be issued with their own roller for the course and ink will be made available on the long glass slab in the main studio. We will enforce strict social distancing when using this inking up area.</li> <li>• Access to the Rochat or travelling presses will be mediated by the tutor or technician to reduce the use as a shared resource</li> <li>• All demos will be done in the central part of the studio where social distancing can be maintained by participants.</li> <li>• Etching of the plate will be done either by the tutor or a Tech with the participant abiding by social distancing by remaining outside the room as an observer to the process (at the discretion of the tutor and LPW). Where appropriate, it may be possible for more experienced participants (e.g. members) to etch the plate themselves but they will wear a fresh pair of disposable gloves as well as the thicker 'etching' gloves.</li> <li>• The Aquatint booth can only be used by one person at a time, so only those confident in its use will be allowed to use it. They will be issued with the appropriate single use PPE. This is at the tutor and LPW's discretion.</li> </ul>	<p>LOW</p>

		<ul style="list-style-type: none"> <li>• Participants will be allocated a specific 'zone' or work area where they will access their materials and complete their work.</li> <li>• Written worksheets will be sent electronically via email as necessary for back up to the course. Anyone requiring a printed copy must ask the tutor who will get the Tech to print a copy.</li> <li>• Work used as examples to show the technique will be handled only by the tutor and not by the class generally.</li> <li>• All tools will be returned to the original basket by each participant and cleaned by a Tech before returning to the materials cupboard. Paper will be quarantined in studio 10</li> <li>• All participants must be finished and ready to go by 4pm. There must be an hour for cleaning at the end of the session without exceptions.</li> </ul>	
Letterpress		TBC – no courses planned at the moment	
Lithography, including Photolitho	Course Risk Assessment to mitigate transmission of the virus between participants and tutor/staff	<ul style="list-style-type: none"> <li>• Whenever shared equipment/materials are used (such as the nap roller, turps, gum etc.) gloves must be worn.</li> <li>• Where heavy duty nitrile gloves are needed inner disposable gloves must also be worn.</li> <li>• All participants will be made aware that they can purchase face masks onsite if they wish to use them.</li> <li>• A stock of photo-plates will be pre-cut, wrapped and stored in advance ready for use.</li> <li>• Each participant will have separate boards and blotters for stacking their prints.</li> <li>• Each participant will be issued with their own roller, ink, sponges, and other printing ephemera where possible.</li> <li>• Only one person is to use the darkroom or graining room at a time.</li> <li>• For courses photo-plates will be exposed by the tutor and then individually developed by participants in separate trays in the main workshop with the lights switched off.</li> <li>• Written worksheets will be sent electronically via email as necessary for back up to the course. Anyone requiring a printed copy must ask the tutor who will get the Tech to print a copy.</li> </ul>	LOW

		<ul style="list-style-type: none"> <li>• Work used as examples to show the technique will be handled only by the tutor and not by the class generally</li> <li>• All participants must be finished and ready to go by 4pm. There must be an hour for cleaning at the end of the session without exceptions.</li> </ul>	
Marbling		TBC – no courses planned at the moment	
Monoprinting	Course Risk Assessment to mitigate transmission of the virus between participants and tutor/staff	<ul style="list-style-type: none"> <li>• LPW will provide an individually prepared kit of tools for each participant, prepped by a Tech wearing appropriate PPE.</li> <li>• Paper will be pre-cut and any paper needed within the course will be handled by a Tech wearing gloves.</li> <li>• Anyone wishing to use found objects (feathers, leaves etc.) will be encouraged to bring their own. Tutors can no longer provide these unless presented to the Tech in charge in a sealed packet where they can issue them in their 'kit' basket. Tutors will encourage the use of paper stencils as an alternative.</li> <li>• Each participant will be issued with their own roller for the course and ink will be made available on the long glass slab in the main studio. We will enforce strict social distancing when using this inking up area.</li> <li>• Etiquette when using the drying racks will be fully explained by the tutor.</li> <li>• Participants will abide by social distancing - Verbal Communication between each other is also key along with the limited numbers, planning, signs and works stations.</li> <li>• Access to the Rochat or travelling presses will be mediated by the tutor or technician to reduce the use as a shared resource</li> <li>• All demos will be done in the central part of the studio where social distancing can be maintained by participants.</li> <li>• Participants will be allocated a specific 'zone' or work area where they will access their materials and complete their work.</li> <li>• Written worksheets will be sent electronically via email as necessary for back up to the course. Anyone requiring a printed copy must ask the tutor who will get the Tech to print a copy.</li> <li>• Work used as examples to show the technique will be handled only by the tutor and not by the class generally.</li> </ul>	LOW

		<ul style="list-style-type: none"> <li>• All participants will be made aware that they can purchase face masks onsite if they wish to use them.</li> <li>• All tools will be returned to the original basket by each participant and cleaned by a Tech or Volunteer before returning to the materials cupboard. Paper will be placed in a designated area with a date on to allow for a 'cooling off' period of five days before being used again.</li> <li>• All participants must be finished and ready to go by 4pm. There must be an hour for cleaning at the end of the session without exceptions.</li> </ul>	
<p>Relief including: Linocut, woodblock, collagraph, kamihanga</p>	<p>Course Risk Assessment to mitigate transmission of the virus between participants and tutor/staff</p>	<ul style="list-style-type: none"> <li>• LPW will provide an individually prepared kit of tools for each participant, prepped by a Tech wearing appropriate PPE.</li> <li>• Paper will be pre-cut and any paper needed within the course will be handled by a Tech wearing gloves</li> <li>• Individual sets of rollers and separate inking up areas will be set up for each participant. Ink will be issued by the Technician.</li> <li>• There is the option to purchase sets of cutting tools.</li> <li>• Etiquette when using the drying racks will be fully explained by the tutor.</li> <li>• Participants will abide by social distancing - Verbal Communication between each other is also key along with the limited numbers, planning, signs and works stations.</li> <li>• Access to the press will be mediated by the tutor or technician to reduce the use as a shared resource</li> <li>• All demos will be done in the central part of the studio where social distancing can be maintained by participants.</li> <li>• Participants will be allocated a specific 'zone' or work area where they will access their materials and complete their work.</li> <li>• Written worksheets will be sent electronically via email as necessary for back up to the course. Anyone requiring a printed copy must ask the tutor who will get the Tech to print a copy.</li> <li>• All tools will be returned to the original basket by each participant and cleaned by a Tech or Volunteer before returning to the materials cupboard. Paper will be placed in a designated area with a date on to allow for a 'cooling off' period of five days before being used again.</li> </ul>	<p>LOW</p>

		<ul style="list-style-type: none"> <li>All participants must be finished and ready to go by 4pm. There must be an hour for cleaning at the end of the session without exceptions.</li> </ul>	
<p>Screenprinting including: stencils, photo/CMYK, textiles</p>	<p>Course Risk Assessment to mitigate transmission of the virus between participants and tutor/staff</p>	<ul style="list-style-type: none"> <li>LPW will provide an individually prepared kit of tools for each participant, prepped by a Tech wearing appropriate PPE. This will include a screen, baseboard, squeegee, tapes, Cadfoil, paper/fabric spatulas and pre-prepared inks.</li> <li>Extra Inks will be mixed by the technician/tutor. Ink tubs will then be sanitised before being returned.</li> <li>Participants will be issued an apron (if needed) and gloves upon arrival.</li> <li>Each participant will be allocated a work station within the workshop where they will work. Including access to a drying rack.</li> <li>Paper will be pre-prepared for each participant; excess paper will be given to the technician and quarantined in studio 10</li> <li>Fabric will be pre-prepared for each participant; excess fabric will be quarantined in studio 10</li> <li>Where possible screens will be coated and exposed by a technician. A socially-distanced demo will be provided.</li> <li>If this is not possible the tutor/technician will coat and expose the screen with the participant watching abiding with social distancing.</li> <li>Gloves must be worn when retrieving a screen from the store room</li> <li>Participants will abide by social distancing - Verbal Communication between each other is also key along with the limited numbers, planning, signs and works stations.</li> <li>The photocopier will only be used by the technician.</li> <li>All demos on courses will be done in the main studio with participants abiding by social distancing.</li> <li>All materials and equipment will be returned to a technician. They will be sanitised and returned to the studio or stock room.</li> <li>All participants must be finished and ready to go by 4pm. There must be an hour for cleaning at the end of the session without exceptions.</li> </ul>	<p>LOW</p>

Textiles; heatpress techniques	Course Risk Assessment to mitigate transmission of the virus between participants and tutor/staff	<ul style="list-style-type: none"> <li>• Each participant will be provided with a pre-prepared kit of materials prepped by a tech wearing appropriate PPE</li> <li>• The artwork will be handed to the technician/tutor wearing gloves. The technician will operate the heatpress.</li> <li>• All demos on courses will be done in the main studio with participants abiding by social distancing.</li> <li>• All materials and equipment will be returned to a technician. They will be sanitised and returned to the studio or stock room.</li> <li>• Participants will abide by social distancing - Verbal Communication between each other is also key along with the limited numbers, planning, signs and works stations.</li> <li>• All participants must be finished and ready to go by 4pm. There must be an hour for cleaning at the end of the session without exceptions.</li> </ul>	LOW
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Non-Compliance

Staff will do their utmost to ensure that everyone is aware of the requirements set out in this Risk Assessment, and will remind people about specific areas if they are not being followed. However, if anyone continues to ignore or disregard the guidelines contained in this Risk Assessment they will be politely asked to leave the Studio.

OVERALL RISK: LOW/MEDIUM/HIGH

Last Update: 4 August 2020