

Risk Assessment COVID 19 Policy for GPC Printmaking Studio

There are five steps to assessing risk.

- step 1 - identifying hazards and those at risk - what has the potential to cause injury or ill-health
- step 2 - decide who might be harmed and how
- step 3 - evaluate the risks and decide on precautions
- step 4 - record your findings and implement them
- step 5 - review your risk assessment and update if necessary

If you have five or more employees then by law you must record the results of the risk assessment, however we would still strongly advise all our members to keep copies for your own records at this time. Completing a risk assessment will provide good evidence that you are a responsible employer and have carefully considered the risks to your employees and clients/visitors and applied appropriate control measures to negate or minimise them where possible. Failing to carry out and implement a Risk Assessment may also impact the payment of a future claim for negligence. Given the fluidity of the current situation and government's changing guidance we recommend you review your assessments frequently to start with (weekly or biweekly) and adjust it in accordance with any new information or advice that is published.

BACK TO WORK RISK ASSESSMENT

Company Name	Gloucestershire Printmaking Coop		
Assessor	S.Drury	Date	JUNE 5 TH 2020 Reviewed September 5 th 2020 S Drury Reviewed October 15 th 2020 S Drury Reviewed April 12 th 2021 S Drury
Type	Printmaking / Education	Next review due	April 12 th 2021
Assessor Signature	SIOBAIN DRURY		
Manager/Owner Signature	ANDY LOVELL - CHAIR		

AREA/TASK	HAZARD/RISK	LEVEL OF RISK	WHO MIGHT BE HARMED	CONTROLS IN PLACE	ADDITIONAL CONTROLS REQUIRED	RESPONSIBLE	CONTROLS COMPLETE
<p>REOPENING RISK ASSESSMENT COMPLETED 5TH JUNE 2020 SDRURY (ADMIN) Updated April 2021</p>	<p>Contact with potential COVID-19 carriers. Both human and surfaces</p>	Medium	All Members & Visitors	<p>Visitors, Students, Tutors & Members to receive communications on all new processes and protocols both before (via email, letters, phone calls) and on site (visual posters & verbal reminders) Building check completed.</p> <p>Cashless/card payments only</p> <p>Social Distancing measures</p> <p>Cleaning & Disinfection & infection control measures as per guidance</p>	<p>Regular checks and adjustments based on any additional updates from government. Additional Plans in place and communicated to all staff on protocols to deal with identified potentially sick client/staff member</p>	Chair/Admin & ALL Members	Yes
<p>WORKING IN THE STUDIO</p> <p>*AMENDED SEPTEMBER 2020 SDRURY (ADMIN)</p>	<p>Close contact to identified areas of transmission of COVID-19</p>	Medium	GPC Members	<p>Facilities & equipment available for cleaning & disinfection. No physical greetings.</p> <p>Handwashing/ sanitising on arrival</p> <p>Additional hand sanitisers provided</p> <p>Full cleaning & disinfection of all touch points, surfaces, workstations and equipment required in line with guidance on arrival and on leaving the studios.</p> <p>ONLINE Booking System forms record for track and trace, ALL CONTACT DETAILS STORED DIGITALLY – anyone with positive test who has visited the studio needs to contact the GPC ASAP so track and trace system can be implemented.</p>	<p>Regular checks and adjustments based on any additional updates from government.</p> <p>Face shields or masks to be worn on site when others are present.</p> <p>Members MUST book through electronic system and MUST write name in diary.</p>	All members/Chair /Admin	Yes

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				Studio working limited to 1 bookings PER FLOOR* – safe distancing needs to be adhered to.			
CLASSES	Close contact to identified areas of transmission of COVID-19	Medium	Tutor and class participants	All controls as above Contacts details of all participants are held centrally in CORZSIO booking system.	Face shield or masks to be worn by tutors and participants. NO MORE THAN 4 PARTICIPANTS – up to 2 tutors/technicians. TUTOR TO WRITE ALL NAMES IN DIARY OF PARTICIPANTS ON SITE.	Tutor and participants	Yes
EXHIBITION SIT SELECT UPDATED OCTOBER 17 th 2020 SDRURY(ADMIN) Reviewed April 2021 S Drury	Close contact to identified areas of transmission of COVID-19	Medium	Invigilators and Members of the public	Invigilators should hand sanitise and wipe down common areas on arrival and leaving. Members of the public MUST hand sanitise on arrival – especially if cards and prints are to be touched. MASKS/FACE shields MUST be worn	NO MORE THAN 4 VISTORS PER ROOM. ie. Gallery Space and Print Studio/Andy Lovell's Studio and kitchen. i.e MAX 6 PEOPLE PER ROOM	Invigilators (members) & Members of the public	YES
	TRACK	AND	TRACE	IF THERE ARE ANY REPORTED	CASES FROM VISITORS	ADMIN	YES

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<p>ANY VISIT ON SITE</p>	<p>Close contact to identified areas of transmission of COVID-19</p>	<p>HIGH</p>	<p>ALL VISITORS/ MEMBERS/ STAFF GPC</p>	<p>OR MEMBERS WITHIN A TWO EVERYONE WILL BE CONTACTED GPC ADMINISTRATOR</p> <p>DO NOT VISIT THE STUDIOS AT ALL IF YOU HAVE ANY SYMPTONS OF COVID19 CORONOVIRUS:</p> <p>HIGH TEMPERATURE LOSS OF SMELL TASTE PERSISTENT COUGH</p>	<p>WEEK PERIOD AND INFORMED BY THE</p> <p>SELF ISOLATE FOR 10 DAYS</p> <p>DO NOT VISIT THE STUDIO</p>	<p>ALL</p>	<p>YES</p>
				<p>If you have symptoms or tested positive: Self-isolate for at least 10 days</p> <p>You must self-isolate for at least 10 days if:</p> <ul style="list-style-type: none"> • you have symptoms of coronavirus and you tested positive, had an unclear result or did not have a test • you tested positive but have not had symptoms <p>If you have symptoms, the 10 days starts from when they started.</p> <ul style="list-style-type: none"> • you just have a cough or changes to your sense of smell or taste – these can last for weeks after the infection has gone 	<p>Stop self-isolating after 10 days if you feel OK</p> <p>You can stop self-isolating after 10 days if either:</p> <ul style="list-style-type: none"> • you do not have any symptoms <p>Keep self-isolating if you feel unwell</p> <p>Keep self-isolating if you have any of these symptoms after 10 days:</p> <ul style="list-style-type: none"> • a high temperature or feeling hot and shivery • a runny nose or sneezing • feeling or being sick • diarrhoea 		

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				<p>If you have not had symptoms, the 10 days starts from when you had the test. But if you get symptoms after your test, self-isolate for a further 10 days from when your symptoms start.</p>	<p>Only stop self-isolating when these symptoms have gone. If you have diarrhoea or you're being sick, stay at home until 48 hours after they've stopped.</p>		