**Risk Assessment: Covid-19 –** Artspace, Eaton House, 1 Eaton Road Coventry, CV1 2FJ - June 2020

Updated March 30th, 2021

**Covid-19 is a new illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal.**

| **The Hazard** | **Who Might be Harmed** | **Controls Required** | **Additional Controls** | **Action**  **Who** |
| --- | --- | --- | --- | --- |
| Spread of Covid- 19 Virus | Artists  Visitors  Cleaners  Contractors  Vulnerable groups:  Elderly, Pregnant workers,  Those with existing underlying health conditions  Anyone else who physically comes into contact with the building | **Hand Washing**   * Hand washing facilities with soap and water in place. * Stringent hand washing instructions. * Drying of hands with disposable paper towels. * Building users encouraged to protect the skin by applying emollient cream regularly * Gel sanitizers in areas where washing facilities not available (Sanitizer is not a substitute for hand washing although it is useful in the interim between hand washing or where hand washing is not possible.) * Sanitizer station on sign in and out * Coughing, sneezing, tissue disposal   **Kitchen Area, Toilets and Sign-in**  Clearly displayed instructions on hygiene, cleaning, hand washing and social distancing.  Building users and visitors encouraged to use their own pens to sign in where possible. Change/sanitize pens kept at sign in desk regularly.  **Cleaning**  Frequent and regular cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.  **Social Distancing**  Social Distancing -Reducing the number of persons in any work area to comply with the new 1-metre+ (3.5 foot) gap recommended by the Public Health Agency. Maintain a 2 metre distance between individuals wherever possible – if this is not possible, a minimum of 1 metre is recommended.  <https://www.publichealth.hscni.net/news/covid-19-coronavirus>  <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>  Manage occupancy levels to enable social distancing.  Provide studio holders with a Visitor Policy for their guests.  Visitor Policy Update 05/01/21 – Artspace now asks that each studio holder may only admit 1 visitor at a time from own household or support bubble. In the event of hosting a visitor for work reasons, studio holders are asked to seek advice and further risk assessment from Lauryn and Mindy first.  Encourage studio holders and visitors to wear a mask in communal areas of the building – this includes kitchens, corridors, and toilets.  **Co-habiting Spaces (including Offices)**  In the event of sharing spaces or hosting visitors to their studios, studio holders and staff are encouraged to open windows to increase ventilation/airflow and consider the use of masks.  Where possible, maintain a 2 metre distance within shared space.  **Maintain records**  Ensure everyone signs in and out of building.  **Personal items**  Ensure all personal items are not shared and are stored safely. Avoid sharing of materials, documents, etc.  **Lateral Flow Testing**  All building users are encouraged to access community lateral flow testing as frequently as possible (ideally twice weekly), particularly if they are sharing office or studio space with others. Lateral flow testing can help to identify asymptomatic carriers of Covid-19 who may otherwise be unaware they are spreading the virus.  The nearest community testing site to Eaton House is at Coventry Transport Museum.  More information and locations of community testing sites can be found here: <https://www.coventry.gov.uk/coronavirus>  In the event of a lateral flow test producing a positive result the individual must isolate and seek a PCR test immediately: <https://www.gov.uk/get-coronavirus-test>  Lateral flow testing is ONLY suitable for those who are NOT displaying Covid symptoms.  **Symptoms of Covid-19**  If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they should inform Mindy/Lauryn, return home and follow the stay at home guidance including getting a test. During this time Artspace will remain in contact and advise and track other visitors to the building.  If advised that an artist or visitor has developed Covid-19 and were recently on our premises (including where someone has visited another work place premises), Artspace will contact Public Health England and NHS Test and Trace to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.  Public Health England: <https://www.gov.uk/government/organisations/public-health-england>  NHS Test and Trace: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>  **Accessing a COVID-19 Test**  Visitors, staff and studio holders who develop symptoms of COVID-19 are advised to self-isolate at home immediately and follow the NHS guidance on accessing a COVID-19 test.  <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>  **Update of Risk Assessment**  Artspace will maintain regular assessment of the COVID-19 situation and stay up to date on Government guidelines, amending risk assessment and notifying all building users wherever necessary.  **Mental Health**  Artspace will promote mental health & wellbeing awareness to artists during the Coronavirus outbreak and will offer whatever support they can to help  Reference - <https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/> [www.hseni.gov.uk/stress](http://www.hseni.gov.uk/stress) | Artists and visitors to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and of the importance of proper drying with disposable towels.  All to use sanitizer station before entering or exiting the building and signing in/out.  Building users to be reminded that wearing of gloves is not a substitute for good hand washing.  Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it - and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues to be made available throughout the workplace.  Building users to use cleaning materials provided in toilets and kitchens to clean surfaces before and after each use, including door handles and light switches.  Provide clear guidance on social distancing and hygiene on arrival using signage and visual aids.  Studio holders should work at home when and if they can to reduce number of artists on site at any one time.  Studio holders are discouraged from entering one another’s studio spaces, unless they are sharing in which case they should consider themselves as part of a “work bubble”.  Artists and visitors are encouraged to bring in their own drinks and food, and not to prepare drinks/food for others.  Studio holders are encouraged to use kitchen areas one at a time, following cleaning guidelines.  Flow through the building: Where possible, building users and visitors are encouraged to use the stairs. In the event of another person using the stairs in the opposite direction please wait on the nearest floor for them to pass, maintaining 2 metre distancing. | Artspace to keep areas stocked with sanitizers, soap, paper towels, tissues + cleaning materials  Building users (inc. studio holders, office tenants) to inform Artspace when stocks are low and if necessary, re-stock (keep receipts for re-imbursement)  All building users (Studio holders, office tenants, staff and visitors) to implement measures consistently  Artspace to source necessary signage to implement 2m social distancing throughout the building  All building users (studio holders, office tenants, visitors and staff) to adhere to social distancing policy.  Studio holders and building users to familiarize themselves with Visitor Policy  Artspace to maintain up to date contact details for staff and studio holders.  Artspace to assess possible changes to situation on a weekly basis. |