

**Risk Assessment for:** Coronavirus (COVID-19) – Artists attending art sessions at ActionSpace Studio.

**Activity Venue/Location:** Cockpit Arts, Cockpit Yard, Northington Street, London WC1N 2NP

**Date Written:** 12 June 2020 **Last reviewed:** 24 September 2020

**Persons at Risk:** The Artist(s), Artist’s personal support worker(s), Artist Facilitator and ActionSpace core staff member(s) on site.

**Safety Risk Assessment carried out by:** Vicky Tweedie, General Manager

**Training required:**

- Everyone attending ActionSpace will be asked to read this risk assessment, confirm their understanding, and agree to work within it.
- This risk assessment should be read in conjunction with ActionSpace’s safeguarding adults at risk, lone working and health and safety policies, copies of which will be made available to all.
- Anyone needing or preferring to use PPE will be given information and training on how to use it safely.
- Reminder posters about maintaining good personal hygiene and the symptoms of coronavirus will be displayed in the ActionSpace studio.

**The Artist Facilitator will be responsible for monitoring and ensuring all Control Measures are put in place and adhered to. They will report any issues that arise to the General Manager immediately.**

Identified Hazard	Risk	Control Measures	Residual Risk
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<p>Infected person attends ActionSpace</p>	<p>4 x 4 = 16</p>	<ul style="list-style-type: none"> <li>• Anyone displaying symptoms of COVID-19, or living with someone displaying symptoms, should not attend ActionSpace. Symptoms are:</li> <li>• A high temperature of over 37.8 degrees</li> <li>• A new, continuous cough</li> <li>• Shortness of breath</li> <li>• A loss of, or change to, your sense of smell or taste</li> <li>• Public Health England website to be monitored and risk assessment amended if and when new symptoms are identified</li> <li>• If anyone has been in close contact with someone who has tested positive for Covid-19, they should not attend ActionSpace for 14 days.</li> <li>• If anyone has been in close contact with someone who has a suspected case of Covid-19 they should alert ActionSpace.</li> <li>• Everyone attending ActionSpace should take their own temperatures before leaving home to attend. ActionSpace staff may also check temperatures on arrival, if it is deemed necessary.</li> <li>• Anyone developing symptoms should advise ActionSpace immediately and ActionSpace will take action in line with Test &amp; Trace guidelines.</li> <li>• ActionSpace will keep a log of all attendances of staff, artists and support workers to the studio for at least 21 days, in line with Track &amp; Trace guidelines.</li> <li>• Anyone advised to isolate should advise ActionSpace immediately and ActionSpace will take action in line with Test &amp; Trace guidelines.</li> <li>• All should follow government guidance as to when they can return.</li> </ul>	<p>3 x 2 = 6</p> <p>(possible x minor = medium risk)</p> <p>A possible risk because it is not completely within our control but a minor risk because only a small number of people would be affected.</p>
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Travelling to the studio	4 x 4 = 16	<ul style="list-style-type: none"> <li>• If possible, all should avoid public transport into the office. Driving, walking or cycling is encouraged.</li> <li>• If public transport is necessary, all should consider shortening the journey or travelling outside of peak times.</li> <li>• Sessions will be scheduled to avoid peak time travel.</li> <li>• Face coverings should be worn on Public Transport in line with government guidance.</li> <li>• Artists and support must arrive at the allocated start time of the session. If they arrive early they must leave the premises and come back at the correct start time. If they are going to arrive late they should call the ActionSpace office to let them know.</li> </ul>	<p>4 x 2 = 8</p> <p>(likely x minor = medium risk)</p> <p>A likely risk which is beyond our control but a minor risk because only a small number of people would be affected.</p>
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<p>Transmission of virus between people working in the studio</p>	<p>4 x 4 = 16</p>	<ul style="list-style-type: none"> <li>• The number of people in the studio at any one time will be limited to the essential – artist facilitator, artist(s) and support worker(s) up to the capacity defined by current social distancing guidelines.</li> <li>• A new timetable and studio layout are being developed by ActionSpace to ensure no sessions will go over the capacity defined by current social distancing guidelines.</li> <li>• Artist Facilitators to avoid getting with 2m (or 1m without PPE) of artists and support workers wherever possible. They can ask support workers to support with preparing art materials for the artists if necessary, e.g. pouring paint.</li> <li>• Contact between artists and facilitators must be avoided as much as possible. No hand shaking on greeting for example.</li> <li>• If an ActionSpace staff member needs to enter the studio, they must knock first and ensure they maintain a 2m distance from all others in the studio.</li> <li>• The studio to be kept well ventilated – windows and doors open.</li> <li>• Artists to have their own set of art materials kept in clearly marked bags/containers, stored separately between sessions and not used by anyone else.</li> </ul>	<p>2 x 2 = 4</p> <p>(Unlikely x minor = low risk)</p> <p>Unlikely due to the controls put in place, and minor because only a small number of</p>
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	<ul style="list-style-type: none"> <li>• Artists bags/containers will be put at their workstation before they arrive. They will take out their own materials on arrival and put them back into the bags/containers at the end of the session.</li> <li>• Any shared use equipment (e.g. glue gun, rulers) must be cleaned and disinfected after each use.</li> <li>• Tables will be covered and covering removed after use by each individual. Alternative tables will be cleaned after each use.</li> <li>• ActionSpace will provide single use aprons for people to use to avoid getting paint and other art materials on clothing, instead of washable aprons. Single use aprons must be put directly into the bin after use.</li> </ul> <p><u>Personal Protective Equipment (PPE)</u></p> <ul style="list-style-type: none"> <li>• ActionSpace will comply with government guidance on the use of PPE.</li> <li>• ActionSpace will keep in contact with management at Cockpit Arts about wearing PPE in communal spaces in the building. Currently Cockpit Arts are requesting everyone to wear a face covering in communal spaces if possible.</li> <li>• In the studio, there is no requirement for Artists and support to wear PPE. ActionSpace is fully in support of anyone voluntarily wearing PPE as long as the equipment is being used properly. ActionSpace will make available information about this, and PPE will also be available if requested. ActionSpace actively encourages artists and support to provide their own PPE.</li> <li>• For Artist Facilitators, where they will be working within 2 metres of the artist but not in direct contact, they must wear a face shield or mask which will be provided by ActionSpace.</li> <li>• If the Artist Facilitator will be within 2 metres AND in direct contact with the artist then they must wear a mask, and an apron (in this case a mask should be worn in addition to a face shield). These should be replaced before and after every session and will be provided by ActionSpace.</li> </ul>	<p>people would be affected.</p>
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		<ul style="list-style-type: none"><li>• Disposable gloves will be provided by ActionSpace for those who wish to use them. Some may prefer to establish a routine of washing hands and arms on a regular basis throughout the sessions instead.</li><li>• All must follow government guidance in using and taking PPE on and off and this information will be sent to the Artist Facilitator to read before the session, and will also be available in the studio.</li><li>• All ActionSpace disposable PPE provided must be disposed of straight into the bin and bins taken out at the end of every session.</li></ul>	
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<p>Access / Egress to the studio</p>	<p>3 x 4 = 12</p>	<ul style="list-style-type: none"> <li>• No non-essential visitors to ActionSpace.</li> <li>• All are advised to wear a face covering when entering/exiting and in communal areas of the building, if possible. This is a requirement of Cockpit Arts management.</li> <li>• Artist Facilitators will arrive in time to ensure the studio is prepared fully for the arrival of artists.</li> <li>• Artists and support should arrive as close as possible to the start time of the session. They should call the ActionSpace office if they are going to be late.</li> <li>• Artists and support should ring the ActionSpace office bell on arrival.</li> <li>• An ActionSpace staff member will greet them at the door and accompany them to the studio where they will check if the facilitator is ready for their entry to the studio. If the facilitator is already assisting another artist, the artist who has just arrived must wait outside the studio to be called in. They must stand with their support worker as close as possible to the wall and 2m apart from other artists waiting. Areas will be marked out to guide this.</li> <li>• All must wash hands on entering studio.</li> <li>• ActionSpace will liaise with Cockpit Arts management to agree responsibility of keeping all surfaces in common areas regularly cleaned – e.g. buzzer board, door handles, toilets.</li> <li>• All should remove coats and bags on entering the studio. There will be a box stationed at each artist area, and one for the artist facilitator, to keep coats and bags, and a hook provided in their area for rainy days.</li> <li>• Belongings brought to the studio should be kept to a minimum.</li> </ul>	<p>1 x 2 = 2</p> <p>(very unlikely x minor = low risk)</p> <p>Unlikely due to the controls put in place, and minor because only a small number of people would be affected.</p>
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Welfare & Hygiene	4 x 4 = 16	<ul style="list-style-type: none"> <li>• Each artist will be assigned their own set of art materials which no one else will use.</li> <li>• Handwash/soap available at all sinks</li> <li>• Paper towels available at all sinks and should be put in the bin immediately after use.</li> <li>• Alcohol-based hand sanitiser available at the entrance of the studio.</li> <li>• Posters and staff will remind all about washing hands regularly – on entering the studio, each time visiting the toilet, on each time re-entering the studio, before and after eating and at regular intervals.</li> <li>• Posters to remind all about not touching face with unwashed hands and cover cough or sneeze with a tissue and bin it.</li> <li>• The ActionSpace studio will be cleansed before and after the session using spray and wipes effective against viruses. This will include all areas that are frequently touched including door handles, taps and tables being worked from.</li> <li>• Bins will be emptied after each session.</li> </ul>	<p>2 x 2 = 4</p> <p>(Unlikely x minor = low risk)</p> <p>Unlikely due to the controls put in place, and minor because only a small number of people would be affected.</p>
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Refreshments and break times	3 x 4 = 12	<ul style="list-style-type: none"> <li>• There will be no access for the artists or support workers to make their own hot drinks or prepare snacks.</li> <li>• Only the facilitator to prepare teas and coffees. This will happen once per session for a half day session, or twice per session for a full day session, at dedicated times set by the facilitator. Facilitators will wash hands before and after tea making.</li> <li>• If the artist needs more hot drinks they should bring their own flasks from home which should be prepared by the artist or support worker during the session.</li> <li>• Meals during half day sessions are discouraged. If the artist needs snacks they must bring their own and be supported to clean their table before and after eating. There will be no access to cutlery or plates.</li> <li>• For full day sessions where meals are required, all should bring snacks, pre-prepared meals needed from home. Own cutlery and plates/containers to eat from must also be brought in and taken home.</li> <li>• If going out for lunch, this must be coordinated with the artist facilitator to ensure safe re-entry to the studio.</li> <li>• There is no access to the microwave.</li> <li>• Tables used for eating to be cleaned before and after any snacks or meals by the support worker.</li> <li>• All to use toilet facilities at different times.</li> <li>• Cockpit Arts management require the toilets to be used by just one person at a time if from different 'households'. Support workers should ensure this is managed as necessary.</li> <li>• Masks must be worn to the toilets if possible, this is a requirement of Cockpit Arts management.</li> </ul>	<p>1 x 2 = 2</p> <p>(very unlikely x minor = low risk)</p> <p>Unlikely due to the controls put in place, and minor because only a small number of people would be affected.</p>
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Incident of fire alarm	2 x 4 = 8	<ul style="list-style-type: none"> <li>• In the case of a fire alarm sounding, the usual fire evacuation procedure should take place. In this case the 2m distance does not need to be maintained on exiting the building.</li> <li>• However, good hygiene as mentioned above should be maintained, for example washing hands on re-entering the building.</li> <li>• ActionSpace will keep in touch with Cockpit Arts on any changes to the fire evacuation procedure during this time.</li> </ul>	<p>2 x 2 = 4</p> <p>(Unlikely x minor = low risk)</p> <p>Unlikely due to the controls put in place, and minor because only a small number of people would be affected.</p>
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<p>A person developing symptoms of Covid-19 whilst at ActionSpace</p>	<p>3 x 4 = 12</p>	<ul style="list-style-type: none"> <li>• If anyone develops symptoms of Covid-19 (see beginning of risk assessment) whilst at ActionSpace they will be sent home.</li> <li>• If the person needs to wait to be collected then they must stay in their dedicated area in the studio, to avoid contamination in other areas. They will be asked to wear a mask.</li> <li>• If the person needs to use the toilet whilst they are waiting, then the toilet will be cleaned and disinfected immediately after they have used it by the support worker (of facilitator if there is no support worker). The person cleaning must follow the <a href="#">government instructions on cleaning after an individual with symptoms has left an area</a>, and wash their hands thoroughly afterwards.</li> <li>• The facilitator will clean the area that the person displaying symptoms was using, and any other surfaces they may have touched, following the <a href="#">government instructions on cleaning after an individual has left an area</a>.</li> <li>• ActionSpace will notify the carers/family of anyone who attended a session where a person showing symptoms of Covid-19 was sent home.</li> <li>• If the person tests positive for Covid-19 ActionSpace will notify all who attended the session.</li> <li>• The close contact between the artist facilitator and person who tested positive will be reviewed in line with Track and Trace, and if necessary the artist facilitator will be asked to self isolate in line with guidance.</li> </ul>	<p>3 x 2 = 6</p> <p>(possible x minor = medium risk)</p> <p>A possible risk because it is not completely within our control but a minor risk because only a small number of people would be affected.</p>
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<p>A Covid-19 outbreak takes place at ActionSpace</p>	<p>3 x 4 = 12</p>	<ul style="list-style-type: none"> <li>• In the case of a Covid-19 outbreak at ActionSpace, protocol laid out by the government on their 'action card' for arts, heritage and cultural venues will be followed.</li> <li>• If a person who attends ActionSpace tests positive for Covid-19 they must let ActionSpace know.</li> <li>• An outbreak is defined as 2 or more cases of Covid-19 confirmed at ActionSpace.</li> <li>• In the case of an outbreak, ActionSpace will contact the local PHE HPT for help and advice:            PHE North East and North Central London Health Protection Team,            Ground Floor South Wing, Fleetbank House 2-6 Salisbury Square,            London,            EC4Y 8AE  <a href="mailto:necl.team@phe.gov.uk">necl.team@phe.gov.uk</a>; <a href="mailto:phe.nenclhpt@nhs.net">phe.nenclhpt@nhs.net</a>            Phone: <a href="tel:02038377084">020 3837 7084</a> (option 1)</li> <li>• ActionSpace will also inform Cockpit Arts management about the outbreak immediately.</li> <li>• ActionSpace will provide the information needed to the PHE HPT and follow the steps advised.</li> <li>• ActionSpace will keep all attendees at ActionSpace informed.</li> </ul>	<p>3 x 3 = 9</p> <p>(possible x moderate = medium risk)</p> <p>A possible risk because it is not completely within our control and a moderate risk because we will undertake measures to keep it under control</p>
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Likelihood x Severity	Action Level
15-25 High	Immediate action, further controls needed. Safety Risk Assessment to be reviewed by health and safety team before activity start date.
5-12 Medium	Justify or review for each work day.
1-4 Low	No further controls required but kept under review.

	Likelihood						
			Very Unlikely	Unlikely	Possible	Likely	Very Likely
			1	2	3	4	5
Severity	Negligible	1	1	2	3	4	5
	Minor	2	2	4	6	8	10
	Moderate	3	3	6	9	1	15
	Major	4	4	8	12	16	20
	Extreme	5	5	10	25	20	25