

During the Coronavirus (COVID-19) pandemic we have all adapted to a different style of working. To stay safe and protect others we must minimise the opportunity for Coronavirus to spread from one person to another. This means that the way we all work in Wasps buildings will be different for the foreseeable. This document offers guidance on how to safely resume workshops in your studio building.

**Please note: this guidance is subject to change in line UK and Scottish Government guidance changes.**

At all times the health and safety of our staff and tenants informs our decision making, in line with The Scottish Government's advice. We continue to follow Scottish Government advice which is "Stay safe, protect others, save lives". **In accordance with Scotland's Route out of Lockdown, we are not yet able to permit non-essential indoor workshops to resume.**

This document is designed to allow tenants to begin work to prepare to resume workshops and classes as soon as Scottish Government guidance permits, with relevant guidance, physical distancing and hygiene measures in place.

Health and safety is a two-way discussion and it is important tenants and workshop practitioners raise any concerns as they arise. Should you have any questions or concerns please contact: [property@waspsstudios.org.uk](mailto:property@waspsstudios.org.uk) and [info@waspsstudios.org.uk](mailto:info@waspsstudios.org.uk)

Requirement	Action
Preparation	<p><b>All tenants intending to resume workshops in their studio must complete a covid-19 risk assessment in full before the workshop.</b></p> <ul style="list-style-type: none"><li>Your risk assessment must be sent to <a href="mailto:property@waspsstudios.org.uk">property@waspsstudios.org.uk</a> and approved by Wasps <b>before</b> any activity begins. A Sample Risk Assessment can be provided by Wasps Team on request and guidance can be found on the Health and Safety Executive website: <a href="https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm">https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm</a></li><li>Before any workshops can take place in your studio space you must ensure you have thoroughly cleaned your studio focussing on high contact objects, such as door handles, and entry and exit points.</li><li>A schedule of proposed workshop and classes must be submitted to Wasps Property Team by e-mail, <a href="mailto:property@waspsstudios.org.uk">property@waspsstudios.org.uk</a> with details of dates, times, locations and the number of attendees. All tenants will be informed of this schedule, to allow them to make a decision about where they place themselves in the building during this time.</li></ul>
Set Up	<ul style="list-style-type: none"><li><b>Distancing:</b> you must ensure all workshop participants remain 2m apart at all times. To do this you may need to move furniture in the studio, you could use tape on the floor to help mark out space. You may also need to reduce the number of attendees. Take into account potential pinch points when calculating the</li></ul>

	<p>maximum number of attendees.</p> <ul style="list-style-type: none"> <li>• <b>PPE:</b> face coverings are mandatory in spaces where physical distancing cannot be maintained. You should consider the workshop format and if face coverings or visors may be necessary.</li> <li>• <b>Hygiene:</b> Ensure there is a supply of soap and water for hand washing, or a supply of hand sanitiser.</li> <li>• <b>Ventilation:</b> wherever possible windows should remain open throughout the duration of the workshop.</li> </ul>
Workshop Participants	<ul style="list-style-type: none"> <li>• <b>Booking:</b> it is recommended workshops are pre-booked and paid for online or via card payments. Participants should arrive alone.</li> <li>• <b>Information:</b> it is recommended that you provide information on the measures you have in place, and the measures participants must adhere to while in the workshop space, in order to mitigate the spread of Covid-19. <b>Remind participants that if they experience any Coronavirus symptoms (a temperature, a new and continuous cough, a loss in sense of smell or taste) they must not attend.</b></li> <li>• <b>PPE:</b> inform participants if they are required to bring or wear any PPE in order to safely participate in the workshop. Consider providing disposable gloves and face coverings if necessary.</li> <li>• <b>Contact Details:</b> ensure you collect accurate contact details for all participants, should any participant experience symptoms of Coronavirus accurate contact details will be required.</li> <li>• <b>Personal Belongings:</b> it is recommended that participants do not bring excessive personal belongings. No coats or bags should be handled by anyone other than the owner.</li> </ul>
Workshop	<ul style="list-style-type: none"> <li>• <b>Arrival:</b> manage queues to ensure they do not cause a risk to individuals, other tenants or additional security risks - encourage participants to arrive on time and not too early or late to avoid congestion.</li> <li>• <b>Hygiene:</b> ensure there is frequent hand washing and surface cleaning during the workshop. Minimise the use of shared materials and shared equipment where possible. Implement a strict cleaning regime for shared equipment.</li> <li>• <b>Face Coverings:</b> remind participants that face coverings are advisable in all communal parts of Wasps buildings, including corridors, unless exempt.</li> <li>• <b>Distancing:</b> ensure participants remain 2m apart at all times. Seek to avoid skin-to-skin contact with other participants.</li> <li>• <b>Safety:</b> conduct a safety briefing, ensuring fire escape protocol is clear to all participants.</li> </ul>
Clean Up	<ul style="list-style-type: none"> <li>• <b>Shared:</b> ensure you have removed all personal items if the space is a shared workshop space.</li> <li>• <b>Clean:</b> thoroughly clean high contact objects, such as door handles, and entry and exit points.</li> <li>• <b>Dispose:</b> of any rubbish from the space.</li> </ul>
Permitted Events	<ul style="list-style-type: none"> <li>• <b>Segregated Pathways:</b> the visitor entrance and exit point should be separate from the main entrance for building users/tenants, to</li> </ul>

	<p>ensure that tenants are not required to pass through busy areas to access their studio. This strategy should be developed in conjunction with Wasps and will be specific to each event space.</p> <ul style="list-style-type: none"><li>• <b>Arrival:</b> ensure that the total number of visitors in the space at any one time does not exceed the threshold agreed, and manage an outdoor queuing system with 2m markers provided.</li><li>• <b>Hygiene:</b> ensure there is frequent hand washing and surface cleaning during the workshop. Leave doors open if possible where these may represent significant touch points – <u>except where these are fire doors</u>. Ensure hand sanitiser is available at the entrance and exit.</li><li>• <b>Face Coverings:</b> wear face coverings and remind participants that face coverings are mandatory in all communal parts of Wasps buildings, including corridors, unless exempt.</li><li>• <b>Distancing:</b> ensure participants remain 2m apart at all times. Seek to avoid skin-to-skin contact with other participants.</li><li>• <b>Safety:</b> conduct a safety briefing, ensuring fire escape protocol is clear to all participants.</li><li>• <b>Information:</b> provide information on your website or event listing detailing the safety measures in place, and what visitors are required to do/bring.</li><li>• <b>Toilet Facilities:</b> we recommend that toilet facilities should not be generally available to the public, or as a minimum should be designated for visitor use with separate facilities available for tenants.</li></ul>
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