

Health & Safety

Rules & Regulations



All studio holders must comply with all relevant H&S legislation in force in the UK. Furthermore, you must comply with the following site-specific health and safety rules. These rules are in place to ensure that all site users can experience a safe and pleasant working environment. We will carry out regular unannounced studio checks to ensure these protocols are being followed and will notify you if we notice any points of concern. We are thankful for your co-operation and compliance. If you have any questions regarding these rules and how they may apply to you, please get in contact with your usual site administrator.

Emergency Procedures:

All Studio Holders must make themselves, and anyone they invite to the site (e.g., employees, colleagues, visitors), aware of the emergency procedures and routes of escape. You should do this at the earliest possible opportunity. Further, if you will be having any regular visitors on site (e.g., colleagues, employees), you must conduct a thorough site induction with them, so they know how best to use the site and are aware of the emergency procedures and escape routes. Again, this must be done at the earliest opportunity.

Responsibility to inform:

You have a responsibility to report any health and safety hazards to your regular site manager as soon as you become aware of it.

Flammable substances:

You should avoid bringing flammable substance to site if at all possible. You should only bring flammable substances to site if you have written consent from Bow Arts to do so, and only those substance set out in the agreement. It is your responsibly to maintain good working practices whilst on site and ensure the safe storage of flammable materials. All items that carry any variant of the following logo fall under flammable substances regulations:



These include aerosols, white spirits, turpentine, Solvents, linseed oil, etc. Check labelling on containers to be sure. Do not store excessive amounts in your studio. You should only keep on site what you need to use for an active project. You must store all flammable substances correctly in a COSHH compliant flammable substances storage cupboard (example below), away from any sources of heat or other flammable materials. If these materials are not stored in a safe manner, they cannot be kept on site. There are no exceptions.



Hot Works:

Definition: Any work using an open-flame or spark-producing apparatus. Hot work includes, but is not limited to, welding, soldering, cutting, burning, grinding, and any related heat-producing job that could ignite combustible materials or flammable atmospheres.

Hot works are not to take place in any Bow Arts building without a Hot Works Permit having been approved by an appropriate member of the Bow Arts Team. If you would like any further information about Hot Works, please contact your regular site administrator.

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Smoking policy & other potential sources of ignition and smoke:

There is no smoking permitted at any Bow Arts site. If you wish to smoke, you will need to leave the building and smoke in the designated smoking area. Please dispose of your cigarettes safely and cleanly. Unless you have been granted specific permission to do so, you should not burn anything on site and there should be no naked flames at any time. This includes candles, incense, Sage, etc

COSHH Regulated Hazardous materials & other Hazardous by-products:

Definition: Control of Substances Hazardous to Health regulations 2002 (COSHH) covers a wide range of hazardous substances which can take a variety of forms, including but not limited to: chemicals, products containing chemicals, fumes, dusts, vapours, mists and gases, and biological agents (germs).

Below are examples of the most commonly encountered Hazard symbols. If the packaging has a hazard symbol, then it is classed as a hazardous substance and falls under COSHH regulations:



Any studio Holder wishing to use materials which are potentially dangerous to health must not do so without the prior written consent of Bow Arts. Further, the studio holder must follow all applicable COSHH regulations, for safe use and storage of such materials.

Studio Holders must not create dust, fumes, gases or toxins and must ensure adequate and safe ventilation for the processes you use in the studio. You have a duty to protect others from any processes or materials in use.

Obstruction of fire doors, signs or equipment:

Studio Holders must NOT: obstruct or cause fire doors to be propped open at any time, obstruct or cover fire notices or fire extinguishers; obstruct or tamper with any sprinkler system or smoke detector or any other part of the fire safety installation in the Property. Corridors must be kept clear of all obstructions, at all times. They are not for storage of any kind, even temporary. No rubbish, materials, equipment or other items (including works of art) are to be left in the corridors, on stairways, or in any other common areas within or immediately outside of the studio site.



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Walkthrough studios:

Definition: Any studio that must be walked through in order to get to another studio or communal area.

The walkway in any walkthrough studio must be kept clear of obstructions at all times. We will typically lay markers on the floor to clearly delineate the walkway. Do not tamper with these markers.

Studio Alterations:

Before making any alterations (e.g., building or removing curtains, doors, shelves, walls, insulation, mezzanine, or any other structure) to your space you will need written permission from Bow Arts. Anything built/removed without permission must be removed/restored and the studio put back to its original condition at the studio holders' own expense.

We will carry out regular checks to ensure this protocol is being followed. If you would like any further information about studio alterations, please contact your regular site administrator.

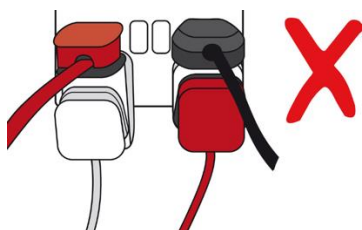
Equipment and electrical items:

Studio Holders must not bring to their studio or studio site, any equipment other than normal artists equipment described in their Health and Safety Declaration without prior written consent from Bow Arts.

All electrical items brought to site will need to be in good condition and will need a PAT test once a year to ensure they are safe. They should hold a clearly visible label demonstrating that a test has been passed. It is up to you to organise this.



It is always best to plug electronics directly into the wall. If an extension is required, make sure they are not overloaded and do not plug extensions into extensions, as this can cause a build-up of heat and combustion.



Power tools should not be used in the studios unless you have been granted prior written consent from Bow Arts. It may be necessary to conduct a risk assessment or hot works assessment before any power tools are brought to site and used. If you have been granted permission to use power tools, you must follow the appropriate safety procedures and be aware of the possible effects on other site users. Use suitable protective equipment, tidy up regularly and ensure adequate ventilation.

It is not possible to keep kitchen equipment (e.g., kettles, toasters, microwave ovens, hot plates, fridges, etc) in your studio. This is because of their high-power usage and/or because they can pose a risk of ignition, particularly as some of the work that happens in the studios involves combustible materials. Where available, you should use the kitchens provided to prepare food and should always clean up after yourself.

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Heaters & Heater Safety

All heaters can pose a fire hazard. If heaters are required, they **must be electrical and cannot have an exposed heating element** (unless an exemption has been made in writing as part of a Hot Works Permit). Anyone using gas powered heaters or heaters with open heating elements must remove these immediately. If you are unsure whether your heater type is allowed, please get in contact with your regular site manager. Some examples of permitted (e.g., oil filled radiator, Fan with unexposed heating element, portable panel heater) and not permitted types (Fan with exposed heating element, Convector, Halogen/Quartz Heater, Gas Heater) are provided below.



- Your heater must be PAT tested once a year and should display a sticker showing it has been checked.
- You should only have the heater on if you are in the room.
- You should never operate a heater on a timer.
- Do not overload the power socket, particularly when using a power strip.
- Be careful with the positioning of the heater. It must be kept away from all potential obstructions or flammable materials.
- Be sure to read the product instruction manual for additional safety instructions specific to the heater. For example, the minimum clearances from surfaces such as walls varies from one heater model to another.
- If your studio has a heating unit supplied by Bow Arts please make it part of your routine to make sure it is fully turned off before leaving the space, Bow Arts reserve the right to remove Heating units if this is not adhered to.

Storage:

You cannot use your studio mainly for storage. It is a workspace, and you need to allow sufficient space to work inside your studio. Do not store materials in a way that can cause a fire hazard. Be sure to store them away from heaters, lamps and other sources of heat. Any items that block the entrance to your studio in any way must be removed. The entrance needs to be clear in its full width. No items can be stored anywhere outside of your studio, i.e., in communal areas or empty studios.

Refuse:

Please take all of your refuse to the bins as soon as possible. It should be part of your routine to tidy up your studio and take your rubbish out before you leave at the end of the day. Good housekeeping is a way to prevent accidents and the appearance of pests. We recycle, please use the appropriate bin and breakdown your waste. It may be necessary for the Studio Holder to arrange special waste collections, at their own expense, in some circumstances (large volumes or hazardous waste). Never pile or leave rubbish around or in front of the bins, this is a hazard. All waste must go in the bin. If the bins are full, you should let us know so we can take action, and should in this case also organise for the removal of your rubbish at your own expense. Charges will be

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made if Bow Arts has to clear any additional or unusual waste. People caught dumping will be fined, up to a maximum of £80.

Changes to Practice:

If you are planning on a change to your studio practice or the materials you will be using, please get in contact with your regular site manager, so we can verify whether it is safe for your environment and okay to proceed.

General studio Condition:

You must keep your studio in good condition. It should be part of your routine to tidy up your studio and take your rubbish out before you leave at the end of the day.

Site cleanliness:

You are responsible for cleaning up after yourselves and maintaining good levels of hygiene and tidiness throughout the communal areas of the site, this is particularly important in the kitchens and Toilets. You should report any arrears of concern to your regular site administrator without delay.

Animals/Pets:

Animals/Pets are not permitted at any Bow Arts site. However, exceptions can be agreed in some circumstances (e.g., assistance dog).

Children and minors:

The studio sites are places of work and are therefore not suitable places for children or minors. If, in an expectational circumstance, you must bring your child to the site, please keep the visit as brief as possible and ensure that you chaperone them at all times.

Music:

Bow Arts operates a headphone only policy.