Studio handbook

KINETIKA
DESIGN THAT MOVES

Fire evacuation plans and maps are displayed in each Studio space.

Emergency evacuation procedure

- If the fire alarm sounds, evacuate the building immediately. Use the fastest, clearest way out of the building but do not use the lift. Evacuation routes are displayed on the door of each Studio.

- Those unable to use the stairs, eg wheelchairs users, must be assisted downstairs or carried. There is a phone in each stairwell for anyone stranded that calls the emergency phone on the ground floor outside Studio 001.

Steps to take

- Raise the alarm and get out.

- Do not stop to investigate the fire or collect valuables.

- Close any doors which are open, and only open doors you need to go through. This will help to stop the fire spreading so rapidly.

- Check doors with the back of your hand, if a door is warm, do not open it, the fire is on the other side.

- If there is a lot of smoke, crawl along the floor as the air is cleaner.

- If your clothes catch fire, remember: stop, drop and roll. Don't run around, you'll make the flames worse. Lie down and roll around. This makes it harder for the flames to spread.

- If you are with someone whose clothes have caught fire, get them to stop, drop and roll; then smother the flames with a heavy material, like a coat or a blanket.

- Once you've got everyone out of the building, call 999 from any phone. Give the operator your name and address.

- Don't go back into the building for anything. If there is still someone inside, tell the firefighters when they arrive – they will be able to find the person quicker and more safely than you.

- Report to the muster point and wait for the Fire Brigade. When they arrive, try to give them as much information as possible about the fire and building. Let them do their thing!

Routes

- Studio 002: Use the normal exit doors.

- Studio 108 / 119: Use the nearest stairwell out to the front of the building, UNLESS you have to pass another unit on fire, in which case use the other stairwell.

The muster point is in front of the studio, near the play park.
You must report here on exiting the building.

Fire extinguishers

The positions of fire extinguishers are labelled on the Evacuation Route plans.

A small extinguisher is also on the kitchen shelf in Studio 002 should it be needed.

FIRST AID

For a medical or other emergency call 999, or 111 for non-life-threatening situations. Follow the details on the laminated sheets that are displayed by the phone and in the plastic display unit in the kitchen area for all other numbers.

There is a first aid kit and a burns kit on the wall in the kitchen area.

Follow the notes in the unit provided to turn off services in each of Kinetika's spaces in an emergency.

The nearest defibrillator is at the Backstage Centre reception.

COSHH

What is COSHH?

The Control of Substances Hazardous to Health.

What items are hazardous?

Some examples of Kinetika stock which is considered hazardous are Procion Dyes, Urea, Batik Wax, Woodglue. All these items are stored in the COSHH cupboard (the area behind the kitchen).

For each item, an individual COSHH risk assessment is completed, using information from the manufacturer's Safety Data Sheet. All assessments and data sheets are on the top shelf in the COSHH cupboard.

COSHH cupboard

Access to this area should be restricted and no members of the public or workshop participants should enter.

Please read the COSHH risk assessments before handling products and use the recommended PPE which you will find in the same cupboard.

Report any missing COSHH equipment to the Studio Manager.

MANUAL HANDLING

What is 'Manual Handling'?

It is any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force.

Why do we need to follow the correct procedure?

- Our back is involved in nearly every aspect of movement: sitting, walking, bending, standing, lifting, etc.

- The spine is at its strongest when you're in an upright, balanced position and well-supported by your stomach muscles.

- 5% of the population suffer from back problems at some point in their life.

- This risk gets greater if you are:
  - Adding twists and turns when lifting.
  - Using poor technique over a long period of time (cumulative injury).
  - Over the age of 30.

What do we need to do?

- Use correct technique.
- Communicate when working together .
- Avoid excessive repetition (change position or activity).
- Use mechanical aids and correct workwear.
- Ensure good vision.
- Adjust working heights (worktops, ladders).
- Adhere to Manual Handling guidelines.
- Risk assess and ask when in doubt.

LITE assessment

Before lifting or moving any object you must carry out a simple assessment, asking basic questions to identify any potential problems about the **L**oad, the **I**ndividual, the **T**ask and the **E**nvironment:

'The Load'

- How can I move it safely?
- Is it too heavy?
- Can the weight be reduced?
- Is it stable?
- How can you make it secure if necessary?
- Is it too bulky or difficult to grasp?
- Do you need to use a trolley or other aid?

'The Individual'

- Everyone is different!
- There are no set weight limits to the weight an individual can handle but there are guidelines for women and men taking into account how the load will be held during movement.
- Physical conditions can limit ability (eg existing back or limb problems, hernia, pregnancy).
- If you have assessed and feel unable to carry out the task then you must ask for help.

'The Task'

- Could it be avoided at all?
- What is the start and finish point?
- The further away, the lighter the load should be.
- Consider rest stops.
- Make the initial lift as easy as possible.
- Use the same good lifting technique to safely lower and put down a load.
- Is the task to be repeated?
- Consider varying the tasks to allow one set of muscles to rest.
- Consider lowering the weight.
- Store heavy loads at waist height to make future moving easier.
- Will there be any need to twist or turn?
- Avoid turning your body if possible and use your feet instead.

'The Environment'

It is good practice to walk your route before moving the load, so you can check the conditions for any hazards.

- Is there a clear space to carry out the task safely?
- Remove obstructions, clean up slipping and tripping hazards.
- Consider uneven flooring.
- Consider low ceilings when moving a tall load.
- Are there any changes in level?
- Avoid steps and ramps where possible.
- Consider using mechanical aids.
- Is the lighting adequate?
- Do I have adequate clothing and footwear?
- Good footwear is essential. Wear non-restrictive clothing.

How to lift safely

- Think and plan. Use 'LITE' to assess the load, the route, your limitations and plan your actions.
- Take up a stable position. Stand close to the load in good balance (with your feet apart and along the sides of the load).
- Get a good grip. Lower yourself, bending your knees but keeping your back straight. Tighten your stomach muscles.
- Lift! Use your legs to return to the standing position, keeping the load as close to the body as possible.
- Move. Keep back straight, stomach muscles tightened and head up. Use your feet to change direction, keeping your shoulders level and in line with your hips.
- Put down the load. Reverse the lifting action.

Summary

DO

- Avoid Manual Handling where possible.
- Know your limitations
- Seek help where needed.
- Think 'LITE'.
- Follow the training and instructions received.
- Plan your lift.
- Keep your back straight, stomach muscles tightened and head up when lifting.
- Use mechanical aids.

DON'T

- Bend at the waist when lifting
- Rush during Manual Handling.
- Twist when lifting or carrying.

LADDERS AND STEPLADDERS

When is a ladder the most suitable?

- You should only use ladders in situations where they can be used safely, eg where the ladder will be level and stable, and can be secured (where it is reasonably practicable to do so).

Check your ladder before use!

- A pre-use check should be carried out:
  - By the user.
  - At the beginning of the working day.
  - Before each individual use.
  - After something has changed, eg a ladder has been dropped, or moved from a dirty area to a clean area (check the state or condition of the feet).

What to include?

- The stiles – make sure they are not bent or damaged, as the ladder could buckle or collapse.
- The feet – if they are missing, worn or damaged the ladder could slip. Also check the ladder feet when moving from soft / dirty ground (eg dug soil, loose sand / stone, a dirty workshop) to a smooth, solid surface (eg paving slabs), to make sure the actual feet and not the dirt (eg soil, chippings or embedded stones) are making contact with the ground.
- The rungs – if they are bent, worn, missing or loose, the ladder could fail.
- The locking mechanism – does the mechanism work properly? Are components or fixings bent, worn or damaged? If so, the ladder could collapse. Ensure any locking bars are fully engaged.
- The stepladder platform – if it is split or buckled, the ladder could become unstable or collapse.
- The steps or treads on stepladders – if they are contaminated, they could be slippery; if the fixings are loose on the steps, they could collapse. If you spot any of the above defects, do not use the ladder and notify the Studio Manager.

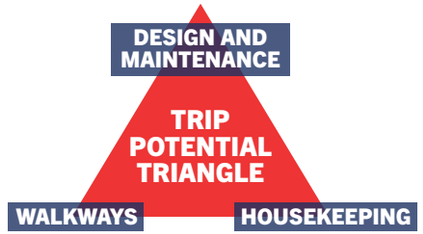
Kinetika ladders and stepladders

- Check the surroundings first before moving the ladder – eg is your working area clear?
- Check all four stepladder feet are in contact with the ground and the steps are level.
- Only carry light materials and tools.
- Don't overreach.
- Don't stand and work on the top step unless you can hold the hand rail.
- Ensure any locking devices are engaged.
- Try to position the stepladder to face the work activity and not side on. However, there are occasions when a risk assessment may show it is safer to work side on, eg in bringing down boxes from the shelves, when you can't engage the stepladder locks to work face on because of space restraints in narrow aisles, but you can fully lock it to work side on.

Key considerations

- The height of the task.
- Whether a handhold is still available to steady yourself before and after the task.
- Whether it is light work.
- Whether it avoids side loading.
- Whether it avoids overreaching.
- Whether the stepladder can be tied (eg when side-on working).

TRIP HAZARDS



The 'Trip Potential Triangle'

Walkways

- Check for a suitable walkway – are they in the right place, are they being used, are they available for use?
- What tasks are taking place on the walkway? Is the task preventing the employee from seeing where they are going for example?
- The majority of trips are caused by obstructions in walkways. The rest are caused by uneven surfaces.

Housekeeping

- It is not good enough to just have a walkway – it must be kept clear, no trailing wires, no obstructions.
- Is the cleaning regime effective?
- Are there enough bins, storage facilities etc?

Design and maintenance

- Is the floor suitable for the environment, fitted correctly and properly maintained?
- Are the walkways wide enough and level?
- Are stairs suitable, are risers consistent, are nosings highlighted where necessary, are usable handrails available?
- Environmental factors also fall into this category. Is the lighting good enough for you to see hazards? What about distractions that might prevent you from seeing where you are going?

Covering cables

Cable covers are provided and laid down to cover most eventualities.
In temporary low-risk situations, gaffer tape can be used if necessary.

What can you do?

- If you have an accident or a near miss, make sure you report it to the Studio Manager. They can use this information to prevent future accidents.
- If you see a spillage, clean it up or make arrangements for it to be cleaned.
- Report any damaged floors or mats.
- Play your part and keep the workplace tidy.
- If you see items on the floor where someone could trip over them, remove them or arrange for them to be removed or for the situation to be made safe.
- If you are given PPE, wear it and look after it. Report any faults or damage to the Studio Manager and arrange replacements as needed.
- Tell us about any work situation that you think is dangerous, or if you notice that something has gone wrong with the health and safety arrangements.

POWER

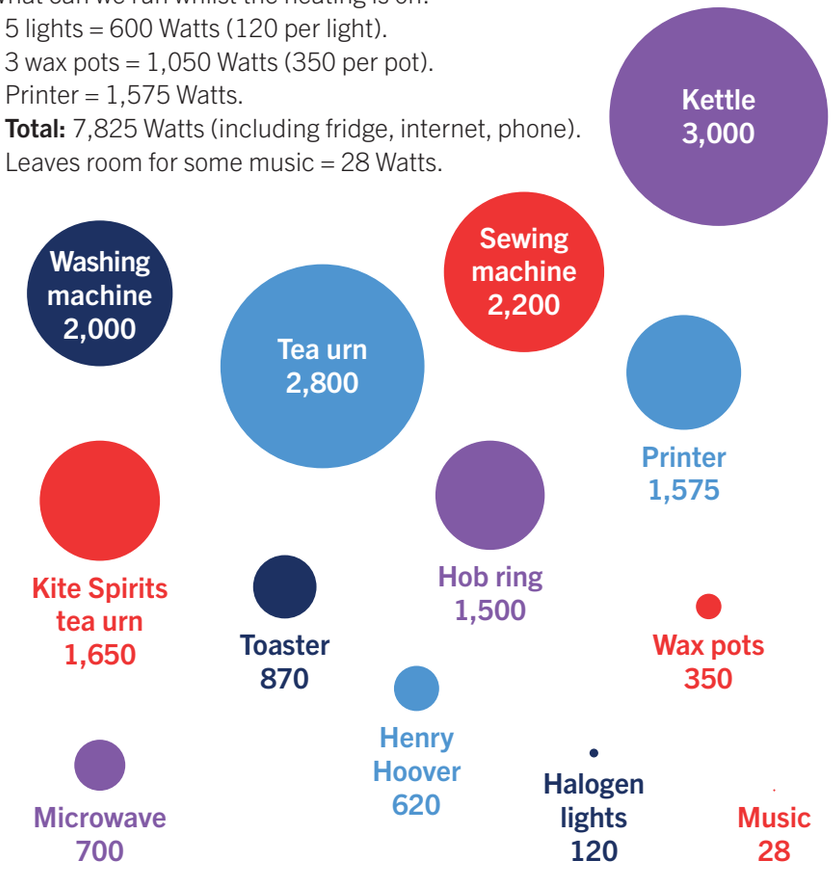
Power limits

- 1 power circuit for the whole room.
- 8000 Watt maximum before it trips.
- 1 fan heater is 2,500 Watts.
- The regular kettle is 3,000 Watts – please use the 1,000 Watt one where possible.
- Fridge, internet and phone use 100 Watts combined.

Daily usage

- During the winter months, the heating is set to come on between 8am and 11am every weekday.
- Heating currently runs at 4,500 Watts
- What can we run whilst the heating is on?
  - 5 lights = 600 Watts (120 per light).
  - 3 wax pots = 1,050 Watts (350 per pot).
  - Printer = 1,575 Watts.
  - **Total:** 7,825 Watts (including fridge, internet, phone).
  - Leaves room for some music = 28 Watts.

Power usage in Watts



GENERAL HOUSEKEEPING

Bins and recycling

Labelled bins are available for waste and recycling. Recycled products include:

- Paper – newspapers, magazines, junk mail, loose shredded paper, envelopes.
- Phone directories and catalogues.
- Cardboard.
- Aerosols.
- Food tins.
- Drink cans and cartons.
- Plastic bottles.
- Plastic food trays and yoghurt pots.
- Tetra Pak packaging.
- Glass bottles and jars, but no other types of glass.

The following items are NOT recyclable:

- Plastic bags.
- Plastic wrap or film.
- Polystyrene.
- Light bulbs.
- Pyrex and Vision cookware.
- Mirrors.
- Children's toys.
- Textiles or shoes.
- Garden waste.
- Food waste.
- Liquids.

Kitchen

Please try to keep the kitchen area clean as you go, washing up at the end of each day, with a deep clean at the end of each project.

Supplies

Notify the Studio Manager of any supplies needed for the studio.

Neighbours

We share this building and the communal corridors and amenities with several other artists. Please be considerate of others when using the communal spaces and keep noise level to a minimum. We kindly ask that you take any phone calls outside and don't remain in the corridors longer than necessary.

POLICIES

All Kinetika policies, including the full Health and Safety policy, can be viewed at:

http://kinetika.co.uk/policies

If you need any help understanding this information further or have any questions or safety concerns, please contact the Studio Manager.

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