

CAROUSEL

PRINT STUDIO

Privacy Notice

This privacy notice explains what data Carousel Print Studio gathers and how we use and store it.

Booking Courses

When you book courses at Carousel Print Studio, we use a third-party provider, [Eventbrite](#), to manage bookings. Please see their [privacy notice](#). We will use your email address to keep in touch with you about the course you've booked and, occasionally, to let you know about future courses that may be linked with what you have already booked (for example, if you have booked a beginners' course, we may let you know that we're running an intermediate course in the same process). Let us know if that's not okay by emailing us at print@carouselprintstudio.com. We will not add you to our mailing lists. We may check that we have the correct email address at the start of a multiple session course and update it appropriately. We may take a telephone number at the start of your course for emergency use only.

Membership

When you become a member at Carousel Print Studio member we will collect your mailing address, telephone number, email address and the details of an emergency contact. This will be used to contact you about your membership and use of Carousel Print Studio. We use a third-party provider, [MemberMojo](#), to process this information. You can find their privacy policy [here](#). We will add your email address to a mailing list for members, operated by [Mailchimp](#) as above. We will remove you from this list if your membership expires. We may share some of your contact details with Yorkshire Art Space (the owners of Exchange Place Studios), only where necessary for health and safety purposes.

When your membership expires we will keep this information for one year should you subsequently wish to re-join, after which we will delete your data.

Joining Our Mailing Lists

When you sign up to our mailing list we use a third-party provider, [Mailchimp](#), to deliver emails to you. We may gather statistics around email opening and clicks to help improve our emails in the future. For more information see [Mailchimp's privacy notice](#). You can unsubscribe from general mailings at any time by clicking the unsubscribe link at the bottom of any of our emails. (Please note that this does not cover communications about bookings or membership.)

Sharing of Data

We do not share any of your details with any third parties, other than as stated in this policy.

Social media

Any social media posts or comments you send to us (on the Carousel Print Studio Facebook page, for instance) will be shared under the terms of the relevant social media platform (e.g.

Twitter/Facebook/Instagram) on which they are written and could be made public.

Other people, not us, control these platforms. We are not responsible for this kind of sharing. We recommend you review the terms and conditions and privacy policies of the social media platforms you use. That way, you will understand how they will use your information, what information relating to you they will place in the public domain, and how you can stop them from doing so if you wish.

Any posts or comments you make about us or our services on any of our blogs, reviews or user community services will be shared with all other members of that service and the public at large. Any comments you make on these services and on social media in general must be not offensive, insulting or defamatory. You are responsible for ensuring that any comments you make comply with any relevant policy on acceptable use of those services.

How we store your data

Keeping your data safe is important to us.

Most data is held on cloud-based software and not on an internal server. The data is password protected and is only available to staff and volunteers at Carousel Print Studio. We also hold some paper-based data, such as application forms and course registers and these are kept in a lockable filing cabinet, accessed only by Carousel Print Studio staff.

Access to your personal information

You are entitled to view, amend, or delete the personal information that we hold. Email your request to print@carouselprintstudio.co.uk

Version 1: 31st August 2022. This notice will be reviewed annually.

Cookies Notice:

“Cookies” are small pieces of data that websites store on your device. Cookies can improve your browsing experience because they help websites remember preferences and understand how people use different features. Cookies can also be used to analyse traffic and for advertising and marketing purposes. Cookies are used by nearly all websites and do not harm your system.

Our website is hosted by [Squarespace](#), which uses specific cookies to help our site run more effectively. You can read more about the cookies used in their [cookies policy](#).

If you want to check or change what types of cookies you accept, this can usually be altered within your browser settings. You can block cookies at any time by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our site, or those of our third-party providers.

Version 1: 31st August 2022. This notice will be reviewed annually.

CAROUSEL

PRINT STUDIO

Health and Safety Policy

Carousel Print Studio develops and promotes visual arts and printmaking through educational courses and access to a range of printmaking facilities. We are the only open access dedicated printmaking workshop in Sheffield. As a registered charity, we seek to improve the wellbeing of local communities by encouraging people from all backgrounds to develop their artistic ideas and practice, learn new skills and techniques, and connect and collaborate in a supportive environment.

1. General Statement of Policy

Carousel Print Studio is committed to the provision and maintenance of safe and healthy working conditions, equipment and systems of work for all its staff, volunteers and members and will provide such information, training and supervision as may be needed for this purpose.

The Charity also acknowledges its responsibility for the health and safety of visitors to the premises and to people who may be affected by activities conducted under the control of the Charity.

Carousel Print Studio Trustees and Management are committed to:

- ❖ Providing adequate control of the health and safety risks arising from work activities
- ❖ Consulting with staff, volunteers, open access members, workshop users and Yorkshire Artspace on matters affecting their health and safety
- ❖ Providing and maintaining safe workshop space and equipment
- ❖ Remain solvent free and as environmentally friendly and health conscious as possible

Ensuring safe handling and use of substances and equipment:

- ❖ Providing information, instruction and supervision appropriate to the needs of staff, volunteers, open access members and course participants
- ❖ Ensuring that staff and volunteers are adequately trained in the performance of their work tasks
- ❖ Taking all reasonable steps in order to prevent accidents and cases of work-related ill-health
- ❖ Maintaining safe and healthy working conditions
- ❖ To review and revise this policy as necessary at regular intervals

2. Responsibility

The overall and final responsibility for health and safety at Carousel Print Studio lies with the Trustees. The Operational Director and Studio Coordinators are responsible for ensuring that this policy is put into practice and for making any day-to-day decisions that are consequently required.

All staff, volunteers and workshop users have a responsibility to cooperate in order to ensure a healthy and safe workplace and environment:

- ❖ To comply with health and safety rules made by Carousel Print Studio
- ❖ Not interfere with anything provided to safeguard the health and safety of themselves and others
- ❖ To act with reasonable care in respect to the health and safety of themselves and others
- ❖ Report all health and safety concerns to an appropriate person

Any individual who identifies an actual or potential health and safety problem, that it is not within their authority or competence to put right, must immediately bring the matter to the attention of a member of staff or volunteer directly.

3. Risk Assessments

The Management team of Carousel Print Studio, including the Operations Director, though particularly the Studio Coordinator and Volunteer Coordinator will undertake risk assessments for the following:

- ❖ General assessment of the whole workshop space or spaces
- ❖ Individual assessments made for each taught workshop or course/process specific

Results of risk assessments will be logged and checked or amended as necessary at a minimum frequency of once a year. Results of risk assessments or changes to them will be recorded and included in Trustee Meetings which occur quarterly. The responsibility for ensuring that risk assessments are undertaken lies with the Trustees.

4. Consultation

Carousel Print Studio is committed to effective consultation with staff, volunteers, open access members and workshop users on matters relating to health and safety. Any individual may approach a member of the Trustees and or General Management on any matter that gives them cause for concern, who shall act on any guidance given and discuss changes or decisions at Committee Meetings.

5. Safe Environment, Equipment and Special Hazards

All Management volunteers or staff are responsible for identifying all equipment in need of maintenance; for ensuring that effective maintenance procedures are drawn up; for ensuring that all identified maintenance is implemented and for checking that new equipment meets health and safety standards before it is purchased.

Any problems found with equipment should be reported to any member of the Management.

Special Hazards are identified as follows:

- ❖ Use of heat equipment (hot plate, screen dryers)
- ❖ Use of chemicals for printmaking
- ❖ Use of cutting equipment (paper guillotines, scalpels)

Where heat equipment such as a hot plate is on the premises, CPS will ensure workshop users are trained and competent to use it safely and make sure it is fully PAT tested. All users of the workshop are required to securely store any flammable liquids or chemicals in the metal lockers for hazardous chemicals. See section 6 for further guidance on chemicals.

6. Safe Handling and Use of Substances

The Management Committee will:

- ❖ Identify all substances purchased by Carousel Print Studio which need a COSHH (Control of Substances Hazardous to Health) assessment and Material Safety Data Sheet
- ❖ Undertake COSHH assessments and keep records
- ❖ Ensure the implementation of assessment results
- ❖ Inform relevant colleagues about COSHH assessments
- ❖ Check that new substances can be used safely before they are purchased

All workshop users, but particularly open access members must:

- ❖ Consider the use of substances when working in the workshop
- ❖ Wear all Personal Protective Equipment (PPE) advised by CPS when using substances
- ❖ Store substances in the designated places
- ❖ Not bring their own hazardous chemicals to the workshop

COSHH assessments will be reviewed if new substances are added to the workshop.

7. Information, Instruction and Supervision

Statutory health and safety information will be made available by Trustees. The health and safety information will be followed and conveyed by Studio Coordinators, Technicians or Workshop Leaders for all workshop users for training, courses or induction.

Workshops and Courses

Tutors are responsible for advising of general health and safety and specific concerns

related to their course at the outset of the course. Alongside Studio Coordinators, in advance of workshops, tutors will carry out a health and safety risk assessment of all materials and equipment that will be used. During the course tutors will take a register of all course participants. Health and safety policies will be available for all workshop participants to read online.

Open Access Members

Due to the health and safety concerns and risk assessments, anyone over the age of 18 (see equality & diversity policy), who would like to use our facilities independently, can become an open access member, through participating in our courses and/ or demonstrating some level of ability and recent printmaking experience. These measures are particularly regarding some of our chemical processes and specialist equipment and are in place for the safety of all workshop users, including volunteers and staff.

An open access workshop member induction will explain the health and safety in our workshop, including process specific health and safety issues such as use of chemicals and safe use of equipment. Please note, the induction offers guidance on our policies and procedures, and is not a taught course, as members are expected to have good prior knowledge of techniques, equipment and substances. It may differ from other workshops.

All open access members will also be provided with a copy of the member's handbook which has further guidance about health and safety procedures in the workshop. Members and workshop users may also be given verbal guidance by technicians as required when working in the workshop. Members must listen and observe any practices or advice given.

Risk Assessments and Procedures

A shared folder containing copies of risk assessments and COSHH and safety data sheets will be made available to all workshop users within the workshop. This H&S policy will also be made available on the Carousel Print Studio website for anyone to view.

For safety reasons, due to the materials, processes and equipment used, Carousel Print Studio does not allow any person younger than 18 years to engage in regular activity on the premises at Exchange Place Studios, including as a member or an attendee on a course.

Where employees or volunteers of CPS are required to undertake work at locations under the control of other employers, the employee shall consult with the Health and Safety Officer/deputy to determine whether any special measures need to be taken with regard to the employees' health and safety based upon risk assessment.

8. Competency for Tasks and Training

Induction training in health and safety will be provided for all new employees, volunteers and freelance workers working within CPS premises and recorded as appropriate. New open access members will receive relevant information and guidance on health and safety as part of their induction.

Specific training sessions, aimed at increasing health and safety awareness and also in relation to particular themes (including first aid at work, fire safety, electrical safety and reducing risks from workshop hazards) will be offered to staff, volunteers or members at suitable and timely review periods as felt necessary by the Management Committee. Carousel Print Studio is committed to providing relevant training to individual employees meeting the particular requirements of their job. This will be subsequently reviewed in the event of significant changes to working practices or environment.

The Management Committee will keep records of all instruction and training.

9. Accidents, First Aid and Work-Related Ill Health

It is the general policy of CPS that working processes that may give rise to the need for specialist health surveillance will be avoided. Exceptionally, such processes may be authorised only with the prior elaboration of a relevant, specific and manageable programme of health surveillance.

In the event that COSHH evaluation reveals that any employee or member is engaged in any process within the premises that may give rise to the need for health surveillance, this will be arranged and records will be kept by the Trustees.

First Aid boxes will be kept in the office.

Any accidents must be reported to the Volunteer/ Technician in charge of running the print studio. Members are responsible for logging any accidents in the accident book and informing the management at meetings.

10. Covid-19

Carousel Print Studio has completed a thorough Covid-19 risk assessment and is committed to following all the required government guidelines. These are subject to change. There are a number of procedures in place to protect our members, our staff and visitors. These procedures will be kept under regular review by the CPS committee:

- ❖ **Reduced Numbers:** Limits on the number of people able to use the workshop at any one time and on public courses
- ❖ **Hand Sanitiser:** Provided upon entering and throughout the workshop. Also available at the main entrance to Exchange Place Studios
- ❖ **Signing In and Out:** All visitors to Exchange Place Studios are required to sign in upon arrival and to sign out when they leave
- ❖ **Cleaning:** All equipment and surfaces will be subject to regular cleaning. Members are asked to support this by also thoroughly cleaning any equipment they use
- ❖ **Contactless Payments:** Encouraged use of contactless payments and avoiding cash where possible
- ❖ **Regular communication** with the members and staff regarding any changes or updates to these procedures

11. Monitoring

In order to check working conditions and environments and to ensure safe working practices are being followed, CPS will:

- Undertake continual visual inspection of the workshop spaces, kitchen area and corridors – in order to ensure that they are free of obstruction, appropriately lit and free from trip and slip hazards generally
- Escalate any issues with toilet areas or emergency exits to the Exchange Place Studios building staff
- Report and record every accident/incident, incidence of work-related ill health or report of a dangerous occurrence at committee meetings
- Make regular updates to the health and safety policy and procedures as required

12. Emergency Procedures

Yorkshire Artspace, whom the Charity rents space from (or will receive in kind from 1/1/2022), will ensure a fire risk assessment for the premises at Exchange Place Studios will be undertaken at least every 6 months and will ensure that appropriate consequential measures are undertaken.

Escape routes will be subject to continuous visual inspection in the course of use. Fire extinguishers will be checked annually.

Exchange Place Studios has a fire alarm. If the fire alarm sounds at any other time, or for longer than 30 seconds, the building must be evacuated immediately. Open Access Members will be shown fire escape routes and the procedures will be explained at their workshop induction.

For public course participants and visitors, the tutor delivering the course is responsible for explaining the fire and evacuation procedures at the beginning of the course. The CPS committee will ensure that all volunteers, staff and tutors are aware of this responsibility and have had adequate training for this.

Fire safety notices will be clear throughout Exchange Place studios, giving guidance on evacuation procedures and emergency information.

Fire extinguishers are provided throughout the building in order to assist people needing to create a safe exit route during a fire. CPS does not advise people to use these to tackle a fire as an alternative to immediate evacuation unless the fire is blocking their exit.

13. Advice to Members

Open Access members are responsible for their own health and safety within the workshop. This however, does not remove the obligation from CPS to ensure that they are undertaking reasonable measures to ensure this. CPS will therefore consider on a case-by-case basis, the frequency with which it should undertake spot checks and renew risk assessments in the light of individual memberships.

Members will be given written guidelines concerning health and safety in the members

handbook. This information will be reviewed and reinforced clearly during the Member's verbal induction.

This policy was edited 20 May 2022 and shall be reviewed at least once annually.

Policy due for review: May 2023

Equality and Diversity Policy

Carousel Print Studio develops and promotes visual arts and printmaking, through educational courses and access to a range of printmaking facilities. We are the only open access printmaking workshop in Sheffield and are a registered charity.

Our mission:

- ❖ To promote and develop visual arts, including printmaking, through educational courses and specialist facilities for people in Sheffield and wider regions
- ❖ To establish and maintain a supportive and sustainable printmaking community
- ❖ To promote and develop safe printmaking processes with consideration for the health of users and low impact on the environment

Our values:

As a charity, we value democracy, equality, and solidarity. We act with the best interests of our community and work for the charities sustainable development, particularly through the collaborative nature of printmaking. We will act in accordance with the Charitable Commissions values and principles.

1. General Statement of Policy

Carousel Print Studio is committed to offering equality of opportunity and ensuring that people are not discriminated against. The charity seeks to ensure that everyone is treated justly, regardless of age, disability, economic status, pregnancy, marital status or civil partnership, race, ethnicity or nationality, religion or belief, gender, transgender or sexual orientation.

Carousel Print Studio and its trustees, will make all members, staff, tutors, volunteers, partners and visitors aware of this commitment.

2. Equality and Diversity and the Law

The Equality Act 2010 means that, by law, organisations are required to ensure equal treatment in access to employment as well as private and public services, regardless of the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex, pregnancy, and sexual orientation. In the case of disability, organisations are under a duty to make reasonable adjustments to their workplaces to overcome barriers experienced by disabled people.

3. Equality and Diversity in Practice

Carousel Print Studio offers visual arts workshops and courses, particularly by not limited to Printmaking, to anyone over the age of 16 (see Health and Safety Policy). We offer a range

of quality workshops and courses and aim to encourage equality of opportunity by making the activities available to anyone who wishes to learn skills in visual arts and printmaking.

Anyone (over the age of 18, see H&S policy) wishing to use our facilities independently, can become an open access member, through participating in our courses and/ or demonstrating some level of ability and recent experience. These measures are due to health and safety, particularly regarding some of our chemical processes and heavy/ sharp equipment. CPS does not discriminate against any individual who wishes to become a member and encourages applications from a diverse range of people.

Carousel Print Studio is based in Yorkshire Artspace Exchange Place Studios. Alongside our partner Yorkshire Artspace, we are taking steps to widen doors, to make the space accessible for wheelchair users. There is a disabled toilet on the ground floor.

We recognise that everybody's accessibility needs may differ, therefore we encourage members and visitors to discuss their requirements with us so we can endeavour to make reasonable adjustments if need be.

4. Responsibility

The overall responsibility for implementing the Equality and Diversity policy lies with the trustees who have a responsibility to ensure:

- ❖ The policy is understood and implemented
- ❖ Their behaviour at all times takes into account the sensibilities of others
- ❖ Everyone is treated with respect and dignity
- ❖ Behaviour in breach of the Equality and Diversity Policy is challenged
- ❖ Any agreed Equality and Diversity actions are implemented
- ❖ The policy is reviewed annually and any agreed changes are made

All volunteers, staff and workshop users, have a responsibility to ensure that no staff, volunteer, workshop user, course participant, or visitor are treated unfairly or discriminated against. Any unfair treatment towards staff, volunteers, workshop users or any other individual, will not be tolerated and could result in termination of courses or open access membership, which is non refundable.

Workshop users have a duty to report any instances of inequality of opportunity or discrimination to the Management Committee.

5. Consultation

Carousel Print Studio and its trustees are committed to effective consultation with staff, volunteers, open access members and partners on matters relating to equality and diversity. Any individual may approach a member of the Management Committee on any matter that gives them cause for concern, who shall act on any guidance given and discuss changes or decisions at Committee Meetings.

6. Monitoring

Carousel Print Studio is committed to regularly monitoring and improving the diversity of the people who attend workshops, volunteer or become open access members. To help with this process, workshop attendee feedback forms are given to participants to complete (optional).

This helps the trustees to gain feedback on courses and gives an overview of particular groups who are underrepresented.

7. Complaints Procedure

- ❖ Any workshop user, open access member, volunteer, member of staff or visitor may raise, either informally or formally, complaints of unfair and/or discriminatory treatment.
- ❖ The Trustees and Management will deal with all complaints fully and sensitively.
- ❖ The Trustees and Management have a duty to discuss such complaints at regular meetings and to respond and act upon the complaint as appropriate and in a timely manner.

Date policy created: 17 Nov 2022

Date policy due for review: 17 Nov 2023