



GUIDELINES FOR USE OF ART CLUB STUDIOS

Signing in and out:

- Members and any guests must sign in and out using the attendance book for every session

The Small Studio:

- May be used by members at any time during opening hours.
- It may be used for watercolour and for drawing with clean media (not charcoal or pastel) as well as for eating and social use.
- The right hand wall (known as 'Nick's Wall') can be booked by members to exhibit their work.

The Large Studio:

- May be used at any time during opening hours when it is not needed for life or portrait sessions, club talks or workshops.
- Any media may be used here, within reason and with consideration for other members and safety (see Solvents Guidelines).

Please keep the Studios clean:

- Please clear up any spillages of paint, water, charcoal or pastel dust etc from studio equipment or the floor.
- Please return easels, chairs, boards etc to their appropriate places when you have finished, ensuring they are stored safely and do not obstruct exits
- The sink in the large studio is a catering area, for washing cups etc only. Art equipment may be cleaned in the sink in the corridor.

Storage of Members equipment, materials and work.

- Lockers, when available, are allocated by the membership secretary
- For those without lockers, a box of materials/equipment may be stored on the rack inside the large studio. Please ensure you box is labelled with your name
- Canvases, paper etc may be stored in the drying rack and paper rack in the small studio. Please ensure any rack used is labelled with your name
- The drying shelves on the large studio wall are intended for unfinished/wet work, those to the left of the store room door may be used for short term display
- Please do not leave your stuff anywhere else. The store room is for Club equipment only. Leaving stuff in the corridor contravenes the Centre's fire safety rules
- Please do not leave finished work in the studios long term. Storage spaces soon overflow and an annual cull then becomes necessary
- Please do not leave your valuables unattended; the corridor outside is public
- Any members' property left on the premises is at their own risk

GUIDELINES FOR USE OF SOLVENTS/VOLATILE ORGANIC COMPOUNDS

Some materials traditionally used by artists are now known to be harmful to health and the environment, many are also highly flammable. In more recent times some good quality alternatives have been developed. While traditional materials may be used in the club, we ask:

- Please consider the use of solvent-free alternatives, wherever possible
- If solvents are used, please be aware of the safety warnings on the container (hazards will be indicated by a diamond warning sign)
- Please consider other members and make them aware of what you are using:
 - Check for any allergies or sensitivities
 - Ensure good ventilation (open doors, switch on extractor fans).
 - Do not use in the small studio or near the large studio sink
- Please do not use fixative or other sprays in the studios. Some members are highly sensitive to this. Please go outside of the studio to use sprays, spray only in an area where it will not affect anyone else, and spray against a large board or sheet of paper to avoid marking the surroundings
- The Club has no means of disposal of used thinners etc. Please take them home in a closed container and dispose of them responsibly
- Solvents and other flammable materials may only be stored in secure containers within lockers. This is required by the Centre's fire safety rules

Thank you for your cooperation in helping to provide an environment in which all members can be creative.

CLUB HEALTH AND SAFETY POLICY

1 – PREAMBLE

In accordance with Health and Safety best practice, members are responsible for themselves and the safety of others. Committee members will carry out a regular risk assessment and update this advice as necessary. The purpose of this notice is to identify potential hazards and outline simple practices that may decrease the risk of injury or illness.

2 – HAZARDS

In the studio environment there are 3 principle areas of hazard;

2.1 Physical Environment and Layout

- The studio environment is not intrinsically dangerous. Attention should be paid to the safe stacking of chairs and easels
- Attention should be paid to spillages which should be dealt with immediately.
- Hallways and doorways should be kept clear of clutter and provide free movement.
- Fire doors should be kept closed and unobstructed. All members should make themselves aware of the location of fire exits and extinguishers.

2.2 Equipment and Storage

- All equipment should be in efficient working order and be in good repair. Any faults should be recorded in the daily attendance record which will be checked regularly. Dangerous equipment should be taken out of service and/or sealed off from use.
- Additional heating and lighting can overload the power supply. Instructions on use should be followed.
- Extension cables should be identified to all users.

2.3 Harmful Substances – please also see Guidelines on Solvents

- When working with potentially harmful substances, all users should take steps to ensure they understand the nature the nature of the materials used. It is important to read all labels and use the materials according to directions.
- When not in use harmful materials must not be left in the studio. Store only in a secure container in your locker or take them home.

3 – GOOD HOUSEKEEPING

Sensible precautions should be applied to everyday use of the studio. The following are for general guidance;

- Keep working surfaces free from clutter
- Arrange your personal work area so it is not a hazard to others
- Wash hands after using any art material
- Do not eat in a working area
- Clean and put away cups, glasses or other containers

4 – ACCIDENTS

Any accidents should be recorded in the attendance book. Members should know where the first aid kit is kept. Seek medical advice on specific problems or injuries which occur.

GUIDELINES FOR THE CARE OF MODELS

- Do not take photographs of nude or semi-nude models
- If you wish to take a photograph of a clothed model, please ask them first
- Do not touch the model or invade their personal space
- Do not talk about the model or their appearance
- Respect the model at all times
- Make the model as comfortable as possible with the room and class participants. If any participant has an unusual way of working this should be explained to the model in advance
- Room temperature should be suitable for the model
- Models may refuse uncomfortable or undignified poses
- Models need to know that they can take toilet or stretching breaks when needed and must have at least ten minutes break every hour
- Non-participating persons are not allowed in the room