

LEEDS PRINT WORKSHOP

www.leedsprintworkshop.org



Member's Handbook

East Street Arts, Patrick Studios, St Mary's Lane, Leeds, LS9 7EH
hello@leedsprintworkshop.org
www.leedsprintworkshop.org

Welcome to Leeds Print Workshop

Thank you for becoming a member of Leeds Print Workshop! We hope this will be a useful guide to our services, our workshop and our structure. If you have a question that is not covered here feel free to get in touch.

About Us

Leeds Print Workshop is a co-operative printmaking studio based in central Leeds. We provide access to print facilities and a space to work for anyone interested in printmaking. As well as catering for all the established printmakers out there in Leeds, we also run classes to bring new people to the medium. We moved to Patrick Studios in September 2020.

The Leeds Print Workshop committee is made up of fine artists, teachers, graphic designers and illustrators all with one thing in common: a love of printmaking.

The committee formed back in 2015 with a dream to set up a print studio - welcome to our dream!

Our vision:

- To provide printmaking facilities for people in Leeds and surrounding areas.
- To establish and maintain a vibrant, supportive and sustainable printmaking community.

Our mission:

- To provide affordable printmaking facilities to workshop members
- To create collaborative opportunities to share skills, ideas and expertise
- To promote and develop safe printmaking processes with consideration for the environment

Our values:

As a co-operative, we value democracy, equality, and solidarity. We act with concern for our community and work for its sustainable development through the collaborative nature of printmaking. The society will also aspire to act co-operatively and abide by the co-operative values and principles as defined by the International Co-operative Alliance.

Using The Workshop

Leeds Print Workshop is open **Fridays, Saturdays and Sundays from 10:30am - 4:30pm**. Access is by advance booking only, by email or in person. When booking please advise what process you are doing and what equipment you require to ensure that all members can access the right facilities. **If you cannot attend your session please let us know - places are strictly limited and failure to attend can result in another member missing out. *Regular missed sessions could result in the termination of your membership.***

Occasionally there will be taught courses taking place resulting in limited open access. We may also close around Easter, Christmas and other public holidays. A timetable will be provided in the members' newsletter each month, so we recommend checking this before booking a session. If we are not able to open on advertised days (for example, due to the unavailability of technicians) this will be communicated in advance by email to all members. We may also offer additional days of open access - this will also be communicated in advance.

Taught Courses and Workshops

We encourage our members to develop their printmaking skills by attending our public workshops and courses. These are run by our team of experienced technicians or our regular guest tutors. Workshop members are entitled to buy places on our workshops and courses with a 10% discount. To benefit from this please send us an email or ask in the workshop. No discount will be available when booking online. Please see our course terms and conditions on our website for more information: leedsprintworkshop.org/short-course-workshop-terms-and-conditions/.

Covid-19

Leeds Print Workshop has completed a thorough Covid-19 risk assessment and is committed to following all the required government guidelines. We have a number of policies in place to protect our members, our staff and visitors. Please follow these guidelines and don't hesitate to email us if you have any questions, concerns or suggestions.

- **Reduced Numbers:** There will be strict limits on the number of people able to use the workshop at any one time to allow for social distancing. Please make sure you let us know if you cannot attend your session so that we can offer your place to another member.
- **Face Coverings:** All workshop users and staff are required to wear a mask or suitable face covering when in the workshop. We understand that some people are exempt from this government guideline, but we would appreciate it if you could let a member of our team know if you cannot wear a face covering to save any confusion or embarrassment.
- **Hand Sanitiser:** We request that you use hand sanitiser upon entering the workshop. This is available at the main entrance to Patrick Studios and at the entrance to Leeds Print Workshop. Hand sanitiser will be available throughout Leeds Print Workshop.
- **No Shared Aprons:** Please bring your own apron, or wear old clothes.

- **Signing In and Out:** All visitors to Patrick Studios are required to sign in upon arrival and to sign out when they leave. Please use your own pen, or sanitise your hands before using the pen provided.
- **Cleaning:** All equipment and surfaces will be subject to regular cleaning throughout the day. We ask that you support us by also thoroughly cleaning any equipment you use.
- **Contactless Payments:** We encourage you to use contactless card payments where possible.

We would be grateful for your support in this matter. Covid-19 has had a massive impact on us all and we need your help to ensure we can continue to operate in the current environment.

Finally, if you, or a member of your household, is displaying any symptoms of Covid-19 please DO NOT ATTEND Leeds Print Workshop.

For more guidance and support, visit www.gov.uk/coronavirus.

Health and Safety

Leeds Print Workshop takes the health and safety of its users seriously. Please follow all the health and safety guidelines issued in your induction, use the personal protective equipment provided where required and follow any health and safety guidance given by the technicians. Please ensure you also follow all Covid-19 guidelines listed above.

It is your responsibility to have informed Leeds Print Workshop of any particular needs you have in relation to your own personal health and safety when applying to become a member, but it is important to also inform our technicians of these when using the workshop.

When you are using the workshop you are responsible for your own health and safety and to not endanger those around you. Please let us know if you see anything that could be considered a health and safety risk. Please ensure hazardous chemicals are returned to their safe storage area after use, clean up any spillages and dispose of sharps in the designated box. A first aid kit is available, and any accidents should be reported to a technician. There are also first aid facilities in the main office at ground floor level.

Failure to adhere to health and safety guidelines, either written or as advised verbally by a technician, could result in your membership being terminated.

Our Health and Safety policy can be found here: leedsprintworkshop.org/health-safety-policy/.

Emergency Procedures

Please familiarise yourself with Patrick Studios' evacuation procedures, which are displayed throughout the building. You will be shown the fire escape routes on your induction.

Patrick Studios has a fire alarm which is usually tested on a Wednesday afternoon. If you hear the fire alarm sound at any other time, or if it sounds for more than 30 seconds, please evacuate the building immediately. If you see a fire, please raise the alarm by breaking the glass on the nearest break glass call point (the nearest one to Leeds Print Workshop is at the bottom of the stairs). Do not attempt to tackle a fire or use a fire extinguisher unless it is blocking your exit. Evacuate using the main stairs. If these are blocked use one of the alternative fire escapes. In the event of a fire DO NOT USE THE LIFT. Do not collect personal belongings. The assembly point is against the wall opposite the main entrance.

If you are likely to require support using the stairs during evacuations, please inform a member of the Leeds Print Workshop team when you arrive. They will be able to explain the disabled refuge intercom. If you feel you require a Personal Emergency Evacuation Plan (PEEP), please let us know.

Payment

The annual cost of membership is £50, which can be paid online or in person. The fee goes towards helping us to pay for the studio space, equipment and materials and all related costs of running the organisation. Once you have paid your membership fee we can then book you in for an induction which you must complete before being able to use the facilities. Membership payments are non refundable once you have completed your induction. Membership renewal reminders will be sent automatically via email giving you the opportunity to renew your membership online.

Discounted membership is available to students and recent graduates. The annual cost is £35. Please see our latest Membership Terms and Conditions on our website to check eligibility (leedsprintworkshop.org/membership-terms-conditions/) - we may ask to see proof of eligibility when you take out a discounted membership. *Please do not abuse this generous discount as it is not subsidised by any external funding.*

Workshop time costs £3 per hour, paid in rounded up increments of 30 minutes. Payment for your workshop time and materials purchased is due at the end of your session - please ensure you come to the workshop with the means to pay for your session. We can accept cash and card payments, but encourage you to use contactless payments where possible (see our Covid-19 information above). Please do not ask to pay by bank transfer as this request will be refused. There may be unavoidable occasions when card payments are unavailable, so we would be grateful if you could have cash available if necessary. Receipts can be issued on request.

Getting Here and Parking

We encourage you to use public transport to get to the workshop. We are a short walk from Leeds Bus and Train Stations. Buses 4, 16, 49, 50 and 50A stop on Burmantofts Street - see www.wymetro.com for more information.

There is very limited free on-street parking near the workshop, and further payable parking along St. Mary's Street and on Mabgate (this is free outside of peak times - please take note of the signs). Much of St. Mary's Street is currently closed to through traffic due to the Regent Street flyover improvements - this is likely to continue throughout 2021, so please check ahead.

Patrick Studios has one disabled parking space to the side of the building on Rider Street. Please do not abuse this facility.

Creating a safe workshop environment

Leeds Print Workshop believes in a safe workshop space for all members of the community. We do not discriminate on the basis of age, gender, sexual orientation or identity, disability, race, religion or political beliefs (though this is not an exhaustive list). We also expect our members to respect these beliefs - everybody should feel welcome at Leeds Print Workshop and will be treated with respect. Our full Equality and Diversity policy is available on our website here: leedsprintworkshop.org/equality-diversity-policy/.

Access

Patrick Studios is fully wheelchair accessible. Leeds Print Workshop is based in the basement, which can be accessed by a lift, and there are accessible toilet facilities on every floor. All doors are larger than standard. We understand that everybody's accessibility needs differ, so if you have any concerns please discuss them with us and we will endeavour to make reasonable adjustments to accommodate your individual needs.

Behaviour

Leeds Print Workshop expects all staff, volunteers and users to behave responsibly and with respect for others. *Aggressive, confrontational or offensive behaviour will not be tolerated and could result in the termination of your membership.*

Personal Belongings

Leeds Print Workshop is not responsible for any belongings left in the workshop. We provide lockers for you to store things whilst using the workshop, though you will need to bring your own padlock if you want them secured, but please take your belongings with you when you leave. Planchest drawer hire is available, though Leeds Print Workshop can accept no liability for things

stored in them. Leeds Print Workshop's insurance policy does not cover members' own equipment or artwork - please consider this when leaving your belongings on the premises. If you have lost or left something behind please get in touch with a description and we will attempt to locate it for you. Unclaimed items may be donated to charity.

Food and Drink

You are welcome to bring in food and drink, but you must take responsibility for health and hygiene. We have a microwave and fridge that are available to use - please keep them clean and follow all Covid-19 procedures listed above. Teas and coffee and some soft drinks are available to all users - we ask for a small voluntary donation for this provision. Please do not use the kitchen space in the main office at ground floor level.

Smoking

Smoking is not permitted anywhere in the building. Please smoke outside with consideration for others (at least 3m from the main entrance), and dispose of cigarettes responsibly. This includes electronic cigarettes.

Drugs and Alcohol

Drugs are not permitted anywhere in the building. Alcohol is not permitted in Leeds Print Workshop during open access workshop time, though it may be permitted for evening events such as exhibition openings. If we believe you are under the influence of drugs or alcohol you will not be permitted to use the workshop facilities.

Children

We regret that, due to health and safety considerations, the workshop is not able to accept members under the age of 16. Please do not bring your children to the workshop.

Comments, Suggestions and Complaints

We welcome your comments and suggestions - please email hello@leedsprintworkshop.org.

If you have a complaint please let us know as soon as possible and we will do our best to rectify any problems quickly. If it cannot be rectified immediately please email us with the details of your concern to hello@leedsprintworkshop.org and it will be thoroughly investigated.

Privacy Policy

Please see our Privacy Policy at leedsprintworkshop.org/privacy-policy/ to see how we use your data.

Getting Involved

If you would like to be more involved in the running of Leeds Print Workshop, ask us about becoming a member of the co-operative and the committee.

Being a member of the co-operative requires an amount of time commitment, but in return you will be eligible for certain benefits at Leeds Print Workshop. We may occasionally ask for applications for co-operative membership, so keep an eye out for any opportunities!

We also provide opportunities for volunteering, including supporting our tutors on courses. This is a great opportunity to learn new printmaking skills and in return you will benefit from earning free workshop access through our timebank scheme. Ask for more information.

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