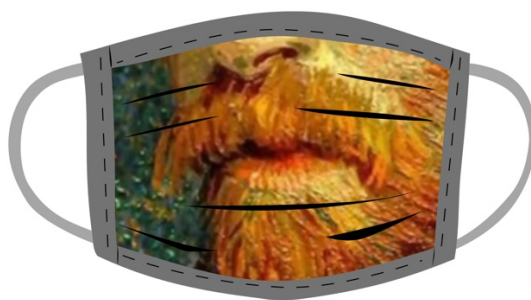


# **fine art covid manual**





Hi,

This manual is designed to provide information on the **new** systems in place for using the Fine Art facilities- studios and workshops during the Covid situation. For the usual information on the design and structure of your course and information on teaching timetables, staff etc. you need to refer to the UG or MFA Handbooks and Module Guides that will be sent to you by the module leaders during induction.

The arrangements outlined below are designed mainly for when 'blended learning' (some face-to-face and some on-line) is possible and we are able to come into the department. They are subject to change in relation to the Covid19 situation and government regulations.

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## 1. ACCESS TO AND WORKING IN THE DEPARTMENT

In order to maintain safe working practices in the Fine Art buildings we have had to limit access for each student year group. It is extremely important for *everyone's* safety - students, academic staff, technicians, secretaries, cleaners, visitors - everyone - that we stick to the regulations. If we cannot do this the outcome may include the loss of access altogether and, of course, there can be much more serious consequences. The access as outlined below is subject to change in relation to the changing Covid situation and government guidelines.

**1.1 How to Behave in the Building:** You will see that there are lots of new signs around the department – please do your very best to follow them carefully.

- **Wash** or sanitise your hands as soon as you arrive and repeat this regularly throughout the day – especially when using any shared facilities such as door handles, toilets, banisters etc.
- When moving around the department through the corridors etc. **please wear a face covering at all times.** You can take the covering off whilst working in your own studio space but please wear it for tutorials or any group teaching.
- Wash, wipe or replace your mask regularly (at least once a day).
- **Keep your distance** and keep to the left.
- Please don't visit other studios, gather in groups or form queues at the art shop, workshop or café (if open).
- Please be respectful of others – you may feel safe and unconcerned but there are many others who are very worried and are perhaps more vulnerable to serious consequences. Please don't take chances on their behalf.
- Limited occupancy in the toilets – perhaps play some music on your phone so people know that it is occupied?
- Information if you are concerned that you have developed symptoms of Covid-19 can be found at: <https://www.ncl.ac.uk/wellbeing/coronavirus-studentsupport/>

### 1.2 New Studio Allocation System.

You will see that as part of our plans for maintaining social distancing and safe working practices every studio now has students from each Year Group 1-4. This in combination with the new studio access timetable means that there will be limited numbers in each room at any one time and at least 2 meters between students when working. Each space is carefully marked by year and name. You must not move these or swap spaces.

### 1.3 Semester 1 Studio Access Timetable

#### Studio access timetable (with Out of Hours OOH)

		Studio access		Art History Year 1	Art History Year 2	Art History Dissertation Year 3
Monday	8-1.30	Year 4 only	Wiggle room			
	1.30-6	Year 3 & 4				
	6-9	Year 3 & 4 OOH				
Tuesday	8-1.30	Year 3 & 4				
	1.30-6	Year 1 only				
	6-9	Year 1 only OOH				
Wednesday	8-1.30	Year 2 only	Wiggle room	Breakfast club Irene and Nick 9-10am		
	1.30-6	Year 2 & 1				
	6-9	Year 2 & 1 OOH				
Thursday	8-1.30	Year 3 & 4				
	1.30-6	Year 1 & 2				
	6-9	Year 1 & 2	Visiting Speakers programme 5pm.			
Friday	8-1.30	Year 1 & 2				
	1.30-6	Year 3 & 4				
	6-9	Year 3 & 4 OOH				

**OOH = Out of Hours – evenings and weekends:**

**Years 1 & 2 Saturdays 8am-6pm**

**Years 3 & 4 Sundays 8am-6pm.**

The system will be controlled by using the **Swipe Card access**. Your Swipe card will only work on the days/times indicated on the chart above. There will be occasional spot checks by staff and security but it is extremely important that everyone observes the rules; no propping doors open or letting students from other years in. If we cannot regulate this ourselves then access to the department may well be restricted further by the University (especially OOH).

**Morning sessions must vacate the building by 1.30pm at the absolute latest. Afternoon sessions must not enter until after 1.30pm at the absolute earliest. Please don't all leave it to the last minute and crowd the exits and entrances.**

#### 1.4 Exceptions to the Rules:

You can apply to extend your time in the department or use one of the '*special cases*' half days only for one of the reasons below:

1. You have booked one of the project spaces.
2. You are involved in a very time sensitive process in one of the workshops.
3. You are attending a face-to-face practical elective workshop or strand.

4. A member of staff specifically requests to see you in person.
5. You have had to miss time in the studio because you have had to self-isolate.

Spaces on each day are limited and will be carefully controlled. You will need to pick up a '**laminated licence**' for most of these so that you can produce it as evidence of having permission if challenged or spot checked.

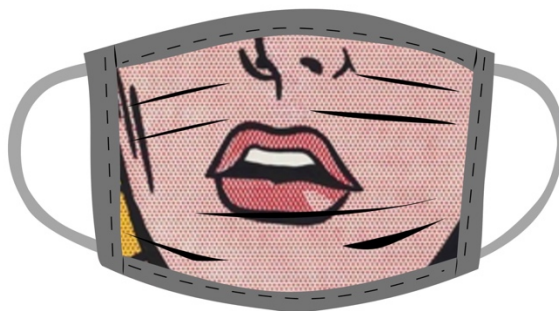
### 1.5 How to Apply to Extend Your Time:

1. **Booking project spaces:** Room bookings are for a **maximum of 5 days** (Inc. evenings and weekends). Once the booking is confirmed (via email) you will be allowed access to work in the room for the full 5 days. If working in the Long Gallery you need to wear a mask at all times and only wall-based work is permitted.
  - Book the **TIC Space, Life Room or Long Gallery** by emailing Burnie - [burnie.burns@newcastle.ac.uk](mailto:burnie.burns@newcastle.ac.uk).  
Burnie will give you the licence when you come to pick up the keys and you can return the licence with the keys when your time is up.
  - Book the **Ex-Libris Gallery** by contacting Irene - [irene.brown@ncl.ac.uk](mailto:irene.brown@ncl.ac.uk).  
Irene will confirm your booking via email and give you a time to pick up the licence from her office.
2. **Time-sensitive process in one of the workshops:** Some **workshop-based** technical processes are, by their nature either extremely time consuming or have to be completed within a certain timeframe. If you need more time to complete a process **in the workshops only** (digital, wood, metal, print, dark room, casting) you first need to agree the process and time/dates involved with the technician. The technician will then apply to Irene for extended time for you to work with them. Once agreed the technician will give you a licence for their area that you return to them on completion.
3. **You are attending a face-to-face practical workshop or strand:** We are hoping (Covid restrictions allowing) to be able to run some face-to-face workshops in the Life Room or Ex-Libris Gallery. These will be for a maximum of 5-6 students at any one time. If you are registered to attend one of these workshops you will be allowed access regardless of the day. The person running the strand or workshop will give you a licence for the day(s) of the workshop and collect them in at the end.
4. **A member of staff specifically requests to see you in person:** If your studio tutor or a member of staff with whom you have a surgery tutorial asks to meet face-to-face you may come in. You do not need a licence for this as you should only be in the department for the duration of the meeting with your tutor. **Arrive on time and leave promptly afterwards.** Keep a copy of the email confirming the appointment on your phone – just in case you are challenged.
5. **You have had to self-isolate:** Contact Irene to discuss this and arrange when/how you might gain extra time in the studios. Once this is organised Irene will give you a special licence for the duration.

In all of the above you must go straight to the room/session/tutorial – stay only for the timetabled period and leave the FA building once the session is over. You cannot go to your studio and work.







## 2 USING THE WORKSHOPS

You **can no longer just 'pop in' to the workshops** to seek advice, borrow equipment, pick up materials or work. Students who arrive at a workshop without pre-booking will be turned away.

**When working in *any* of the workshops, students must:**

- Use the hand sanitiser provided at the entrance and wash hands regularly.
- Use face covers such as masks.
- Maintain your distance as indicated in each workshop.
- Follow the work flow/safety system as indicated/described.

Regular surface cleaning/sanitising will be established by the technical staff, nevertheless students will be provided with wipes to wipe down equipment before and after use.

Please follow the instructions below for gaining access to each workshop or for booking and collecting equipment and picking up materials.

### 2.1 Printmaking

**To seek advice or to arrange access to any of the printmaking workshops -**

1. Contact Erika Servin: [erika.servin@newcastle.ac.uk](mailto:erika.servin@newcastle.ac.uk)  
or Jade Sweeting: [jade.sweeting@newcastle.ac.uk](mailto:jade.sweeting@newcastle.ac.uk)
2. Erika or Jade will email you back to arrange a Zoom or Teams meeting in order to discuss your ideas or queries and/or **book a time slot** for you to work in one of the Printmaking workshops or receive online instruction.

NB. You can also phone the Printmaking office on: 0101 208 6052 9-1pm or 2-4.30pm.

**Working in the Print workshops:** Booking specific time slots makes sure that the correct number of students are working safely in each area. Once a time slot has been agreed you must attend promptly and with *all* the materials you will need in order to avoid any coming and going to studios and shop etc.

Where the process can be done at home or in your studio – such as drawing onto etching plates or cutting lino or wood surfaces we will provide the tools for you to borrow. Please make sure you clean any tools or equipment before and after using them.

Many of the more complex and time-consuming preparation procedures will be done by Erika and Jade. In order to offer teaching support in these areas of preparation that students will not be involved in, videos will be available for you to see and understand the process.

As well as the basic procedures that apply to all workshops each printmaking area has its own specific rules:

**ETCHING/RELIEF ROOM** Maximum capacity **3 students**.

There are only 3 designated work spaces. Only one student at a time can use the acid room, inking room or paper soaking room. Please be patient and wait your turn and maintain social distancing. The printing presses are available to use but again – please follow the work flow of the space to help maintain social distancing and wipe down after use.

**SCREENPRINTING/LASER ROOM:** Maximum capacity **2 students**.

1 using the laser cutting machine & 1 screen-printing, or 2 screen-printing.

**UPSTAIRS DARKROOM:** Maximum capacity **1 student**.

Most of the darkroom work will be done by Erika or Jade. Student use will be limited to mainly for cyanotype process.

**DOWNSTAIRS DARKROOM:** Maximum capacity **1 student**.

**LITHOGRAPHY AREA:** Maximum capacity **1 student**.

**DIGITAL PRINTING:** Please contact Erika or Jade to discuss/arrange for digital printing.

## **2.2 Metal workshop & Ceramics.**

**To seek advice or to arrange access to the Metal workshop or Kiln room:**

1. Contact Steve – [stephen.rowarth@newcastle.ac.uk](mailto:stephen.rowarth@newcastle.ac.uk)  
Or there is a Zoom chat room permanently set-up in the workshop where you can drop-in and discuss what you need –  
<https://newcastleuniversity.zoom.us/j/6920358468> (Passcode: Metalwork)
2. Steve will either email you back to arrange a Zoom meeting, or discuss your ideas and answer queries via the Zoom chat room directly. You can then book a time slot with him directly to work in workshop, or receive online instruction.

**Working in the Metal workshop:** The maximum capacity of the metal workshop is 3. In order to work in the workshop, you **must first contact Steve directly** via email or Zoom to discuss your requirements and agree a time. Time slots may vary depending on the process involved, the number of students needing to use the workshop and Steve's availability. Once a time slot has been agreed you must attend promptly. Steve will explain the new safe working systems to you and you must agree to abide by the regulations prior to starting work.

You will need to wear appropriate clothing to negate the risk of sharing overalls or workshop coats where possible. Long sleeved shirts in natural fibres, jeans or similar, sturdy footwear (flat enclosed shoes. NOT sandals, heels etc). Where lab coats/overalls *have* to be provided they will be quarantined for 72 hrs prior to reuse.



**Working in the Kiln room/Kiln firing:** The maximum capacity of the kiln room is **1**. In order to work in the kiln room, you **must first contact Steve directly** via email or Zoom to discuss your requirements and agree a time. Time slots may vary depending on the process involved, the number of students needing to use the Kiln room and Steve's availability. Once a time slot has been agreed you must attend promptly. Steve will explain the new safe working systems to you and you must agree to abide by the regulations prior to starting work.

**The pottery wheel will be unavailable for use whilst Covid restrictions are in place.**

**Firing ceramic work:** Contact Steve directly by email or Zoom and he will arrange a time and place for you to drop off your work for firing.

**Click & collect – Materials – metal and ceramic:** If you know exactly what you want you can email Steve directly with a request and get a quote for how much it will cost. If you are unsure of what you need then you can Zoom to discuss your idea and seek advice. When materials are ready for collection Steve will email you to arrange a time to collect. Collection is to the right of the metal workshop door on days that you have access to the department during the times below.

## 2.3 Wood workshop

**To seek advice or to arrange access to the woodwork shop:**

1. Contact Joe Sallis – [joseph.sallis@newcastle.ac.uk](mailto:joseph.sallis@newcastle.ac.uk)  
Or there is a Zoom chat room permanently set-up in the workshop where you can drop-in and discuss what you need -  
<https://newcastleuniversity.zoom.us/j/2311370652?pwd=dWFZOU4xY3lyQWJWUHI3S1kvcTQ2QT09> (Pass code: Woodwork)
2. Joe will either email you back to arrange a Zoom meeting, or discuss your ideas and answer queries via the Zoom chat room directly. You can then book a time slot to work in workshop, or receive online instruction.

**Working in the Wood workshop:** The maximum capacity of the Woodwork shop is **2 (+3 in the outside cage area)**. In order to work in the workshop or outside cage area you **must first contact Joe directly** via email or Zoom to discuss your requirements and agree a time. Time slots may vary depending on the process involved, the number of students needing to use the workshop and Joe's availability. Once a time slot has been agreed you must attend promptly. Joe will explain the new system and provide you with a copy of the safe working regulations for the wood workshop. You must read this carefully and agree to abide by the regulations prior to starting work.

**Equipment loans:** A limited number of basic wood working hand tools are available for loan. Most are on a **1 day only** loan. You can contact Joe to discuss your idea and what equipment you will need/is available prior to completing your booking request if you need to.

**To book equipment please fill out the form below (delete the example and put your own information in) and then copy and paste it into an email to Joe.**

**Please book to receive and return equipment only during times when you are timetabled to be on campus.**

- AM pick up/drop off is **9.45-10am and 12.45 -1pm**
- PM pick up/drop off is **2-2.15pm and 4.30-4.45pm**



Wood Work <b>Equipment</b> booking form- email to <a href="mailto:joseph.sallis@newcastle.ac.uk">joseph.sallis@newcastle.ac.uk</a>					
Student Name	Year	Studio Number	Equipment Required	Date/time collect	Date/time return
<i>Ex Ample</i>	<i>2</i>	<i>1.11</i>	<i>Claw Hammer</i>	<i>Wednesday 21<sup>st</sup> Oct 9.45am</i>	<i>Wednesday 21<sup>st</sup> Oct 12.45pm</i>

Joe will reply to confirm availability. Equipment is picked-up and dropped off at the door of wood workshop. If there is a queue in the corridor please maintain a 2 meter distance.

**Click & collect – Materials:** If you know exactly what you want you can email Joe **using the form below**. If you are unsure of what you need or things are a little more complicated and difficult to describe then you can Zoom Joe to discuss your idea and/or send attach a photo of a drawing to your email. Joe will email you with a time slot for collection.

**Please quote all dimensions in cm**

Wood Work <b>Materials</b> request form - email to <a href="mailto:joseph.sallis@newcastle.ac.uk">joseph.sallis@newcastle.ac.uk</a>					
Student Name	Year	Studio Number	Description	Type and thickness of Materials	Measurements in cm & mm
<i>Ex Ample</i>	<i>2</i>	<i>1.11</i>	<i>Canvas stretcher -</i>	<i>2 x1</i>	<i>Outside dimensions 200cm x 150 cm.</i>
			<i>board</i>	<i>12mm thick MDF</i>	<i>40cm x 60cm</i>

**Click & collect – Fabrication:** where time allows Joe can also help with some simple fabrication - things that can be constructed without too much deliberation. Again, if you know exactly what you want you can email Joe using the form below or you can Zoom him to discuss your idea and/or send attach a **photo of a drawing** to your email. Joe will email you with a time slot for collection.

Wood Work <b>Fabrication</b> request form - email to <a href="mailto:joseph.sallis@newcastle.ac.uk">joseph.sallis@newcastle.ac.uk</a>					
Student Name	Year	Studio Number	Description	Type and thickness of Materials	Measurements in cm & mm
<i>Ex Ample</i>	<i>2</i>	<i>1.11</i>	<i>Small, 5 sided box for casting plaster into. Pinned but not glued please</i>	<i>12mm thick MDF</i>	<i>Inside dimensions 20 x 20x 20.</i>

## 2.4 Casting workshop

**To seek advice or to arrange access to the casting work shop:**

1. Contact Burnie – [burnie.burns@newcastle.ac.uk](mailto:burnie.burns@newcastle.ac.uk)  
Or there is a Zoom chat room permanently set-up in the workshop where you can drop-in and discuss what you need –  
<https://newcastleuniversity.zoom.us/j/4270671658> (Password: Casting)

2. Burnie will either email you back to arrange a Zoom meeting, or discuss your ideas and answer queries via the zoom chat room directly. You can then book a time slot to work in workshop, or receive online instruction.

**Working in the Casting workshop:** The maximum capacity of the casting workshop is **2 + 1 in the resin room**. In order to work in the workshop, you **must first contact Burnie directly** via email or Zoom to discuss your requirements and agree a time. Time slots may vary depending on the process involved, the number of students needing to use the workshop and Burnie's availability. Once a time slot has been agreed you must attend promptly. Burnie will explain the new safe working systems to you and you must agree to abide by the regulations prior to starting work.

You will need to wear appropriate clothing to negate the risk of sharing aprons or workshop coats where possible. Long sleeved shirts in natural fibres, jeans or similar, sturdy footwear (flat enclosed shoes. NOT sandals, heels etc). Where lab coats/aprons *have* to be provided they will be quarantined for 72hrs prior to reuse.

**Click & collect – Materials:** If you know exactly what you want you can email Burnie directly with a request and get a quote for how much it will cost. If you are unsure of what you need then you can Zoom to discuss your idea and seek advice. When materials are ready for collection Burnie will email you with a time slot for collection. Collection is from the steps in front of the door of the Casting workshop on days that you have access to the department during the times below.

- AM pick up **9.45-10am and 12.45 -1pm**
- PM pick up **2-2.15pm and 4.30-4.45pm**

### Digital Media Suite.

To seek *advice* regarding digital processes or what equipment you might need for a project:

1. Contact Mick Hedley – [Michael.Hedley@newcastle.ac.uk](mailto:Michael.Hedley@newcastle.ac.uk)  
Or there is a Zoom chat room permanently set-up in the workshop where you can drop-in and discuss what you need – 493 179 4613 – Passcode: digital
2. Mick will email you back to arrange a Zoom meeting in order to discuss your ideas or queries and/or book a time slot to work with you in the Digital Media Suite or for you to receive online instruction.

**Using the computers in the Digital Media Suite:** The maximum capacity of the media suite is **5 + 1 editing suite**. Computers in the media suite are now bookable online:

<https://booking.ncl.ac.uk/connect2sacs>

You will only be allowed to enter the media suite if you have pre-booked a session through this system.

**Please be aware to book slots only on the days you are timetabled to be on campus.**

**H&S:** Please wash or sanitise your hands before entering the Digital Media Suite. The computers will be sanitised at the end of the morning session (1pm) and the start of the following day (9am) in the week, but you will need to use the sanitising equipment provided on the weekend before and after using the computer. Maintain a 2 meter distance at all times.

**Digital Printing:** For those that wish to print dissertations, essays etc, please use the Robinson library. Printing is limited to those that have booked a computer.

**Equipment bookings:** You can consult with Mick first to gain advice on what is the best equipment to use for your project but **you** have to use the booking system to book equipment: <https://booking.ncl.ac.uk/connect2sacs/>

**Please only book to receive and return equipment during times when you are timetabled to be on campus.**

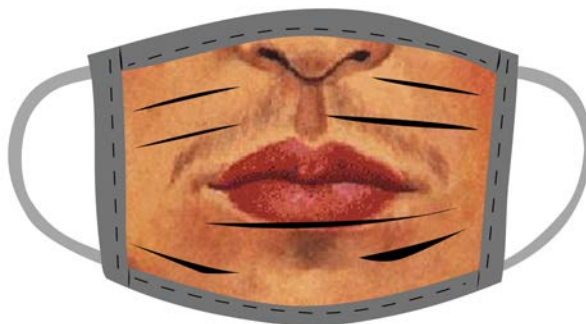
**Tier 1 & 2:** When you have made your equipment booking you need to send Mick an **email with your location in the building (room number) and which Year you are in** and he will drop the equipment off at your studio on the day/time you have booked it from.

Drop off times: **12 - 1pm for morning sessions and 2 - 2.30 for afternoon sessions.** You must be in your studio to receive the equipment otherwise the booking will be cancelled.

**Tier 3 Click & Collect:** During a Tier 3 Click & Collect scenario equipment will be placed in a locker located on the 4<sup>th</sup> floor next to the lift. Email as usual and equipment will be placed in an allocated locker. You will be given information and the code for the padlock.

To return equipment please drop off inside the entrance of the media suite in the booking area in the mornings before 12pm. Please be sure to check equipment before returning and be aware that there are fines for late return of equipment.

**PAT Testing:** PAT testing of any electrical equipment you bring into the department will need to be carried out. If you have items that need to be PAT tested please email Mick to arrange a time.



### 3.1 Safe Working Practise at Home

Dear Students,

Over the coming months many of you may be spending more time making art works at home as well as in the studios or workshops. This document has been put together by the Fine Art technicians in order to help you work at home safely and independently.

Please read this document carefully. It has been divided into **General Safety Information** and then each technician from Casting, Metalwork, Print Making and Woodwork has provided specific information relevant to their area. Also, all the technicians are happy to answer questions no matter how small or trivial they may seem. If you have any doubts about the safety of what you are doing or the best way to approach a task, then please contact a technician prior to starting and they will guide you through the process. They can also advise you if you want to buy your own tools and equipment.

Please understand that **not** all processes that are possible and safe to use in the designated workshops in the department are safe to use at home (or indeed in the studios). You should **not** be attempting to do anything inappropriate or dangerous at home. Any potentially hazardous processes, materials or working to a large scale (not covered by this safety information) should either be carried out by booking time in the department workshops on your access days or if this is not possible you may have to revise your plans.

**If there are any processes or materials that you are unsure about using safely please contact the appropriate technician. We will be patient no matter how simple the process – don't be afraid to ask. The most important thing is your safety.**

#### General Safety Information

To help you remember the safety guidelines we shall use the rather amusing acronym SAFE COW. The SAFE COW safety guidelines apply in all places of work including studios at the University, so it is a good idea to acquaint yourself with them.

**Slips trips and falls** - Keep your work area organised! It is a good idea, if you can, to have a designated work area that you can set-up for your specific needs and separate from any other domestic use., i.e. with a work table and shelves or boxes for tools and materials, a bin for waste etc. For your own safety and those living with you avoid cluttering the floor and keep all walkways clear. Make sure you clean up any spillage of water or other products immediately.

**Do not eat, drink, or smoke in your designated work space:** if you have to, pack up and tidy everything between work sessions. Keep the area clean and tidy – vacuum up dust, wash brushes and wipe surfaces down regularly. Do not interchange tools and eating utensils. Scrub hands thoroughly after working.

**Accidents-** Get yourselves a first aid kit! Depending on the work you are doing plasters are always good to have to hand but you might also need eyewash if dealing with chemicals such as paint or ink or a burns kit if doing any hot work such as soldering. You will need to go to A&E if the accident is serious or involves bleeding that does not stop.

**Fire-** Fire is a killer, treat it with respect! Fire can start not only from a naked flame but can also initiate from electrical items or tools such as heat guns or irons. Some chemical products also have the potential to self-ignite.

**Do not use a naked flame** when working indoors. Remove all flammable materials well away from any 'hot tools' or electrical items. Turn off hot tools and allow to cool completely prior to leaving the room.

If you are doing any work involving heat- buy a fire extinguisher or make sure you know that there is one very close at hand.

**Electricity-** Don't use dodgy electrical appliances! If the casing is damaged or wires are cracked or damaged don't use! If you see smoke or smell burning, don't use! If in doubt, don't use!

Please arrange to bring in any electrical items for Portable Appliance Testing (PAT) to Mick Headley- [Michael.Hedley@newcastle.ac.uk](mailto:Michael.Hedley@newcastle.ac.uk). He will check them for you prior to use.

**Chemicals-** DON'T USE any harmful chemicals. Chemicals can cause permanent damage or death! Even some cleaning products in an enclosed area can be harmful. The procedure with any chemical is simple- read what it says on the packaging and follow the instructions. Wear eye protection and gloves when using chemicals.

All hazardous chemicals have pictograms to warn you against things like "flammable" or "serious health hazard". More information on these can be found here:

<https://www.hse.gov.uk/chemical-classification/labelling-packaging/hazard-symbols-hazard-pictograms.htm>

Many chemicals are flammable and display a flame symbol. Do not store these next to flammable materials or a radiator. With all chemicals, where possible, store outside or in a well-ventilated place.

The effects of chemicals like aerosols can build up over years so exposure now can induce health problems in the future. Where possible DON'T USE – if you must use then work outside or in a well ventilated area.

If you do use chemicals such as white spirits and you feel drowsy, headachy or nauseous; stop using and go outside for fresh air. If symptoms persist go to A&E.



**Out of hours working-** Go to bed early! Most accidents happen when you are tired and not concentrating. Stop when you feel tired! We do not encourage lone working during out of hours unless you absolutely have to. If you can, try to work out of hours with a fellow student in your year group/studio? Also remember to download the 'Safezone' app: [www.safezoneapp.com](http://www.safezoneapp.com)

**Working at heights-** Get a step ladder! If you are going to be working a lot above ground level, pinning things to the ceiling, for example, buy a ladder. If you do use a chair to stand on then make sure it is stable, on level ground, can hold your weight and allows you to reach without over stretching or balancing on tiptoe.

**Power tools:** We do not support or advise the use of power tools such as electric sanders, jigsaws etc. whilst working at home or unsupervised in the studios. Not only are they in themselves dangerous – they create dust that is also a hazard. We will not loan out such items for unsupervised use outside the workshops.

## Woodworking

**ADVICE:** First of all, think carefully - do you need to ask for help? Many accidents can be prevented by following simple methods and **using the correct tools for the job**. Please contact [joseph.sallis@ncl.ac.uk](mailto:joseph.sallis@ncl.ac.uk) if you need any advice on making things from wood. He can either set-up a Zoom meeting or you can arrange a time to come to the workshop to discuss what you are doing.

**RESEARCH:** There are plenty of videos online to follow and second-hand books on woodworking can be purchased cheaply (the techniques don't change).

**PREPARATION:** What follows is not a comprehensive lesson in woodworking but information and advice based upon the most likely causes of accidents that Joe has witnessed in his workshop over the years:

- **Workbench:** A good workbench or sturdy desk not only saves you energy and time but is safer to work on. Kitchen tables or trestles are fine but they should not be wobbly. **Wobbles cause slips.**

*Handy tip:* At home Joe has a workbench for doing most jobs that is about 90cm tall. If he is sawing timber he uses a low trestle so he can put his knee on top of the wood and saw down toward the ground, this stops the timber from moving.

- **Secure the workpiece:** Ideally you should have a vice, but this is not always possible when working at home. Most woodworking involves either sawing, chiselling, planning or sanding. All of these are much easier and safer when the wood is firmly secure - as your energy goes into the wood as opposed to wobbling around. There are many ways to secure your workpiece depending on the job. You can short term-loan equipment from Joe, but if you are going to be doing a lot of woodworking you may want to buy your own.

The most common methods of securing your workpiece are:

**Clamps:** these come in all sizes and shapes. Good ones to start with are quick release F clamps

[https://www.screwfix.com/c/tools/clamps/cat831044?brand=irwin\\_quick\\_grip%7Cirwin\\_record](https://www.screwfix.com/c/tools/clamps/cat831044?brand=irwin_quick_grip%7Cirwin_record) it's best to buy at least 2.

**Bench hooks:** good for sawing and chiselling, can be easily home-made  
[https://en.wikipedia.org/wiki/Bench\\_hook](https://en.wikipedia.org/wiki/Bench_hook)

**Wood blocks:** if you don't mind screwing into your table, permanently fixed wooden blocks are great to hold the workpiece up against.

- **Wear Personal Protective Equipment (PPE)-** If you are using power tools such as a jigsaw or sander you **MUST** wear eye protection. If you are sanding any timber or cutting MDF you **MUST** wear a dust mask. You can borrow eye protection and have a mask from Joe – just email him and he will leave it out for you to pick up.

*Handy tip:* Joe says that he is so conditioned into this that he finds it impossible to use power tools if not wearing eye protection.

- **Safe use of tools:** It's impossible to list all of these as it depends on the specific job you are doing however below is a list of advice based on the most common mistakes made while wood working. Please remember, if you are unsure, seek advice from Joe before doing any job.
- **The Golden Rule - NEVER** put your fingers behind the workpiece. It is a common mistake when sawing or chiselling to put your hands or fingers behind the workpiece - one slip or mistake and you will cut into your fingers. If the workpiece is secured properly you don't even need to touch it. **Use a clamp!**
- Never chisel toward yourself - keep both your hands behind the chisel.
- Don't drill towards your body! Joe has seen someone sitting on a chair about to drill into a piece of wood resting on their lap. Luckily, he stopped them before they drilled a hole in their leg. Drill onto a hard surface and secure the workpiece so that it does not spin or wobble.
- Use the right tool. This comes from experience but using a lump hammer to hammer in a small nail will result in a throbbing thumb. **If in doubt, ask!**
- Power tools. These are dangerous. For thousands of years people have made the most amazing things from wood without them. You can do the same. If you must use them, please **seek advice from Joe first.**

## Printmaking

**ADVICE:** Techniques that can be safely performed at home are linocut, woodcut, collagraph, pochoir and mono-printing. All these techniques however still have special hazards involved and safe working practices need to be followed. Please contact [erika.servin@newcastle.ac.uk](mailto:erika.servin@newcastle.ac.uk) or [Jade.Sweeting@newcastle.ac.uk](mailto:Jade.Sweeting@newcastle.ac.uk) if you need any advice on printmaking at home.

### Special Hazards

**Sharps:** Please be careful when using any sharp knives or lino/wood cutting tools. Make sure you keep your hands behind the tool. NEVER cut towards the hand holding the lino or wood down. Avoid cutting towards your body.

Please watch this video of how to handle linocut tools prior to starting work:  
<https://www.youtube.com/watch?v=BliR3RUeTDo>

**If you do cut yourself:**

- Encourage the wound to gently bleed (1-3 minutes), ideally holding it under running water.
- Wash the wound using running water and plenty of soap.
- Don't scrub the wound whilst you are washing it.
- Don't suck the wound.
- Dry the wound and cover it with a waterproof plaster or dressing.
- If the wound is serious – deep and will not stop bleeding- seek urgent medical advice/ go to A&E

**Work area:** Choose a **sturdy** desk, workbench or table at a height that's comfortable for you, depending on whether you prefer to stand or sit. You can protect your work surface with a cutting mat, cardboard and/or a sheet of plastic. Good lighting is essential.

**Remove** anything that you don't need and make sure the surface is clean.

**Plan** where to lay down inky palette knives, rollers and tubes of ink etc. Where you can clean/wash your hands easily.

**Organise** your printing area according to your workflow. You may want to have your clean paper on the left, your printing plate in the middle and your inks on the right, depending on how you work. Leave room to set down your finished prints somewhere to dry. Your print drying area should be warm, dry and clean with enough room to keep each print separate so that they don't stick together and well away from the print area to avoid accidental splashes and spillages. If space is tight you can hang prints to dry from a line or rail using clothes pegs or bulldog clips.

**Inks:** The inks we provide and recommend you use at home are water soluble which means that equipment can be cleaned with water and there is no issue with fumes. If using any oil-based inks please use cooking oil and paper towels to remove the ink and then soap and water. **Avoid** using any turps, white spirit or any other toxic substance. Make sure you dry your tools after using them.

Please watch this video of how to clean tools and materials.

<https://www.youtube.com/watch?v=pPDwtPmJl9M&t=23s>

## Painting

**ADVICE:** You are best advised **not** to work with any oil-based products and **definitely no white spirit or turps**. Where possible please work with acrylics and water-based paints. Please contact [erika.servin@newcastle.ac.uk](mailto:erika.servin@newcastle.ac.uk) or [Jade.Sweeting@newcastle.ac.uk](mailto:Jade.Sweeting@newcastle.ac.uk) if you need any advice on painting at home.

- **Fire:** The biggest **health and safety** hazards associated with **oil paint** and its mediums are harmful fumes and risk of fire. Turpentine, a common solvent used to dissolve **oil paints**, is highly flammable, and rags that have been soaked in turpentine can **self-ignite**.
- **Fumes:** Other common reactions to oil paints are respiratory problems, fainting, and dizziness caused by the solvent fumes. Make sure your workspace is well ventilated.
- **Toxins:** Turpentine also contains toxins which can contaminate the local water supply, and it should **not be poured down the drain**. Proper disposal of soiled rags and sludge is vital to maintaining the safety of not just the studio, but the environment. It is best to place used solvent and rags in separate, fire-safe, sealed metal

containers. Local recycling centres will be able to provide information on where and how to carefully dispose of these items.

- **Absorption:** There is also a risk of absorption of chemicals through the skin, which comes with prolonged, repeated use of art materials without a barrier such as gloves. Do not get paint on your hands or wear gloves.

## Metalwork

**ADVICE:** Please follow these guidelines if you are using tools with metals at home or in the studio. Any hand tools or personal protective equipment required can be borrowed from the metal workshop. Please contact [stephen.rowarth@newcastle.ac.uk](mailto:stephen.rowarth@newcastle.ac.uk) if you need any advice on working with metal or want to borrow equipment. He can either set-up a Zoom meeting or you can arrange a time to come to the workshop to discuss what you are doing.

- **Work Area:** Ensure your work area is clear of clutter and allows ease of movement and your work table is sturdy and fit for purpose.
- **Housekeeping:** After you have finished working ensure all offcuts, sharps and debris are cleaned and disposed of in a safe manner.

If you are unsure of any of the processes listed below or unfamiliar with using any of the tools please do not be shy, ask for help and Steve can arrange a demonstration when you come to pick up the tools or via Zoom.

### Cutting:

**Tools:** Snips, hacksaw, scissors, pliers, files.

- **Gloves:** Ensure you are wearing appropriate protective gloves, even thin aluminium such as a drinks can may lacerate your hands.
- **Deburring:** Always make sure any sharp edges created are suitably filed smooth to avoid cuts.

### Bending/shaping.

**Tools:** Vice, clamps, pliers, hammer, sand bag.

- **Gloves:** Ensure you are wearing appropriate protective gloves, any contact with tools or material under pressure can cause cuts/bruising.
- **Specs:** Ensure you are wearing appropriate safety specs, shards of material can be ejected during any bending/hitting process.
- **Clamping:** If you are using clamps or vices then ensure they are tightened correctly and fixed to work table appropriately – bending larger pieces of material can quickly result in clamps moving, metal springing up and hitting you and trigger trips/falls.

### Drilling

**Tools:** Portable drill, drill bit, sacrificial material, clamps, file, abrasive paper.

- **Specs:** It is always necessary to wear protective specs during drilling operations as sharp swarf can randomly fly from the work piece at speed.
- **Clamps:** Clamping the work piece is an essential part of drilling metals – it restrains the materials ability to spin around as you drill and to ride up the drill bit.
- **Deburring:** Drilling creates sharp edges around the perimeter of the hole it is very important to file this back with a file or abrasive paper.

- **Sacrificial material:** It is important to have a piece of sacrificial material (MDF or timber) to support the material being drilled and to ensure that the drill bit does not destroy the surface below.
- It is ***not* advisable to wear gloves** during drilling as they can get caught up in the drill bit.

### Joining by Riveting

**Tools:** Rivet gun, portable drill, drill bit, file.

Riveting requires a specific diameter hole to be drilled in both of the pieces of material to be joined prior to using the rivet gun. Please follow the guidance above for using the drill.

- **Gloves:** Ensure you are wearing appropriate protective gloves, any contact with tools or material under pressure can cause cuts/bruising.
- **Deburring:** Always make sure any sharp edges created are suitably filed smooth to avoid cuts.

### Joining by Soldering

**Tools:** Soldering Iron, soldering iron holder, solder, flux, clamp.

Please be very careful when using a soldering iron. The tip gets extremely hot and should never be used in an area where it could come into contact with flammable materials even by accident. Ensure that the work area is completely free of flammable materials.

- **Soldering Iron stand: Always** place the soldering iron on the stand in between use. Never put the iron directly on the work surface. Ensure that the soldering iron stand is stable and if necessary clamped to the table/bench.
- **Gloves:** Ensure you are wearing appropriate protective gloves; the soldering iron can get very hot along with any material it comes in contact with.
- **Specs:** Ensure you are wearing appropriate safety specs, soldering can eject small particles of hot material.
- **Work coat or equivalent:** Ensure you are wearing clothing and shoes that covers you completely, if the iron accidentally falls or is dropped then it can cause bad burns. Clothing should be 100% cotton as man-made fibres can catch fire more easily and melt against skin.
- **Fumes:** The fumes from soldering can cause health problems – please ensure that you are next to an open window and the room you are working in has a good level of ventilation.

**Chicken wire:** it is advisable to use appropriate PPE, gloves with either suede or leather palm and fingers to avoid puncturing your skin.

If there are other tools or processes that you wish to use then please ask advice on the appropriate health and safety guidelines.

## Ceramics

Clay is a really useful material to use whilst working from home – however please follow the guidelines below as it can, alongside other associated ceramic materials, pose a genuine long term risk to your health. **Inhalation of all clay materials especially silica dust can damage your lungs.**

- **Do not eat, drink, or smoke in your work space. Do not interchange tools and eating utensils. Scrub hands thoroughly after working.**

- **Housekeeping:** Prior to starting any work make sure you have a clear work area and there is no potential ceramic material to contaminate eating or living areas. It is also important to ensure that your work surface and surrounding floor is easy to clean. When finished clean tools thoroughly.
- **Clay dust:** Dry clay dust is not good for your health, please ensure that you maintain a clean workspace at all times. Ensure that you use a wet cloth, mop or wet vac to clean up dry clay dust. DO NOT create airborne dust.
- **Aprons/Work coat:** Wear protective clothing of some sort (overall/apron). Ensure that these are washed very regularly to reduce the build-up of dry clay material deposits in the clothing and work area.
- **Ventilation:** It is important to have good ventilation whilst using ceramic materials especially when cleaning, locate yourself next an open window.
- **Storage:** Store any clay you have at home in an outhouse or in a storage area away from the living areas. DO NOT store it in your bedroom or areas where you spend a lot of time. Wet clay is a good medium for mold growth and bacterial incubation. People with specific types of mold allergies may be affected.
- **Wrap up:** Get in to the habit of wrapping your work up or keeping it in storage boxes in between working on it or when it is complete.
- **Glazing:** It is advised that any glazing processes are undertaken in the kiln room. (See above under the Chemicals banner). If you wish to glaze pieces then it is important that safe glazes are used and their accompanying MSDS forms received. You can discuss this directly with Steve who will advise accordingly.
- **Cleaning Tools:** When finished ensure any tools you have used are cleaned thoroughly with water in an appropriate container away from food preparation, dining or living areas.

## Casting

Please contact [burnie.burns@ncl.ac.uk](mailto:burnie.burns@ncl.ac.uk) if you need any advice regarding the safe practice mould making and casting techniques at home or materials and suppliers. There is no ONE METHOD that covers ALL materials and processes in this area. It is **strongly** advised that you arrange a Zoom consultation to discuss ideas and processes prior to starting work.

**Research:** There are plenty of video demonstrations on line for all casting processes, *however* many are by amateurs and show how to do things BADLY - so please contact Burnie for specific recommendations.

**Organise:** a sturdy flat table or workbench that is the correct height and comfortable to work at, cover the table with PVC tablecloth or work off a board, ensure you have adequate lighting. Remove any items you don't need from your work area. Keep your work area clean and tidy.

**Ventilation:** It is important to have good ventilation whilst using plaster materials especially when cleaning up, locate yourself next an open window.

**Mixing plaster and using plaster bandage.** You can use plaster occasionally at home, in a well ventilated area or outside and on a limited scale but you must be very



careful to minimise the generation of plaster dust particles and avoid sink blockage. For any regular plaster use or to work on a larger scale contact Burnie to arrange a time to work in the casting workshop.

- **Preparation:** Before starting fill a large bucket with some water to use for cleaning your bowl and tools between mixes. **Do NOT clean your bowl or tools in your kitchen or bathroom sink!** Once you have finished working you can let the plaster in this bucket settle/solidify at the bottom (over night?). Then pour off the clear water at the top and dispose of the sedimented plaster in a waste bag/bin and put in the skip.
- **Mixing:** To reduce plaster dust and the chance of mixing too much plaster at one time use a small (1 litre) mixing bowl for mixing. When handling/mixing the plaster or plaster bandage try to cause as little dust as possible. If you have sensitive skin you may want to wear disposable gloves.

If you mix too much plaster do not pour it down a sink or drain, wait for it to go hard in the bowl, knock it out and place in a separate bin or waste bag (it is a good idea to have two bowls so you can be using one while the other goes hard). Do not put the waste in your kitchen bin – it is very bulky and heavy and you will make yourself very unpopular with flat mates or family. Have a separate plaster waste bin and empty regularly into the municipal bins or Fine Art skip.

- **Cleaning:** When finished ensure any tools you have used are cleaned thoroughly with water in an appropriate container away from food preparation areas, dining or living areas. Wipe down all surface areas and give the whole room a through vacuum.
- **Apron:** It is advised that you wear clothing protection of some sort whilst working in plaster. Non porous cloth type is advised. Ensure that they are washed regularly to reduce the build-up of plaster material deposits in the clothing.
- **Mask:** Wear a dust mask with a FFP1 rating (minimal) if your mixing plaster, sanding or fettling dry plaster work. Wait until your plaster is completely dry before commencing work, if it is still wet or damp it will take you much longer and blunt and clog your tools very quickly. You may wish to use disposable surgical gloves if you have sensitive skin.

#### **Flexible mould making:**

- **Silicone rubber:** It is possible to use silicon rubber at home safely but you will first need to consult Burnie re the process and ordering of materials.
- **Latex:** We **do not recommend** you use this at home as it can cause skin rash and/or problems with breathing for you or anyone you share with. Many people already have or can quickly develop an allergy to latex. We only allow its use in the resin or casting workshops in the department where there is extraction or good ventilation.

**Resin casting: Do not use resin at home,** or in any domestic situation or poorly ventilated spaces such as bedrooms. **Resin gives off harmful vapours and the liquid and fumes are highly combustible!** If you are thinking about using resin you

**MUST** arrange with Burnie to use the resin room where we have the facilities for you to do this safely! If you cannot use the resin room – you cannot use resin.

There are less toxic resins available to buy which have low vapour content such as polyurethane resin and epoxy resins **however** if mixed incorrectly too are hazardous to the respiratory system.

**Hot Wax:** We would prefer you use the wax-pots available in the Casting workshop. However, if you are intent on melting **only small amounts** of wax at home please follow these SAFETY GUIDELINES:

- **NEVER** leave melting wax unattended.
- If you are using your cooker, give it a good clean beforehand. If you do have a wax fire, the last thing you need is any fat already on the cooker to catch fire and make things worse. After you are finished clean your cooker again, making sure you have removed all traces of wax.
- Keep any flammable materials away from your work area. If you have kitchen curtains close by remove them from your windows until you are done.
- Always use a wax-melter or double boiler method, i.e. put a small amount of wax in a clean tin can and place this inside a saucepan pan with at least 4 cm of water (like melting chocolate). **NEVER put wax in a can or saucepan on direct heat.** Heat is hard to manage and the flash point may be reached very quickly. **Hot wax can spontaneously ignite**
- Never fill the can all the way to the top with the hot wax as it will be too difficult to lift without spilling. Treat wax as you would treat the fat in a fryer (with respect).
- Keep the **temperature on the cooker at the minimum** for melting your wax. The water should not boil. Be patient. Don't be tempted to put the cooker on high, as you might not live to tell the tale.
- Always wear protective clothing while working with hot wax. Padded/cloth gloves, a heavy apron, long trousers, tight sleeves, shoes and socks will help to protect you. Hot wax on toes hurts.
- You should always work in a well-ventilated area.
- Keep young children – and others well away from your work area. Don't try and melt wax and cook at the same time.
- Don't pour left over wax down the drain. It is bad for the environment, and as it cools it will clog your sink. Leave to cool completely in the can and throw in the bin.

**Never pour water on a candle wax fire as all you will do is spread the fire not put it out.**

1. Turn off the heat source.
2. Cover the flames with a metal lid or baking sheet.
3. If it's small and manageable, pour baking soda or salt on it to smother the **fire**.
4. As a last resort, spray the **fire** with a Class B dry chemical **fire** extinguisher.
5. Do not try to **extinguish** the **fire** with water.

## 3.2 Working in studios + OOH.

Here I'm not going to cover everything just what pertains to the new system in place. The UG Degree Handbook has general rules on health and safety whilst working in the studios and there are also informational posters in all the studios.

There are also lots of **new 'Covid Safe' posters** and signs all around the department (like the one to the right) – in the corridors, studios, workshops and toilets. Please read them carefully and abide by the regulations. The main idea is: the fewer close interactions the better, so please maintain at least 2 meters distance where possible and wear a mask at all times when moving around the department or if having any kind of interaction with others.



### Face Coverings

Students and colleagues are required to wear face coverings in teaching locations, and when moving around buildings and other areas where there is a risk of crossing paths with other people. When using a face covering you should:

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you've touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully – it can go in a general waste bin.

### Timetabled access including evenings and weekends:

It is contingent on us all to follow the rules to ensure everyone's safety. If some individuals don't follow the rules, then access will be removed for everyone. If local or University restrictions alter, the out of hours access arrangements might also be subject to change.

If you are concerned that there are students from other years remaining in the studios when it is your time to be in then email Irene: [irene.brown@ncl.ac.uk](mailto:irene.brown@ncl.ac.uk). You do not need to challenge them yourself and any information you give can remain confidential. Irene will arrange for someone to come and check to see if they have special permission to be in – and if they have not – ask them to leave.

**Access evenings and weekends:** You will need to agree to the **OUT OF HOURS ACCESS REGULATIONS** (see below) by first reading them carefully, **registering on the Safezone app** and then **signing the OUT OF HOURS ACCESS LIST** at the Fine Art Reception area. If your name is not on the list you **will** be asked to leave by staff or security carrying out spot checks.

## OUT OF HOURS ACCESS REGULATIONS

By adding your name to the **OUT OF HOURS ACCESS** list you are confirming that you have read and understood the guidelines below and agree to abide by them.

- Students working late (or on weekends) must have their SMARTcards on them to enable University Security personnel to establish that they are authorised to be in the building.
- You will only access the department on the days and times allocated to your Year group or if you have special permission (supported by a licence) for extra hours access.
- Students must be registered on the **Safezone** app - [www.safezoneapp.com](http://www.safezoneapp.com) - to contact security staff in an emergency and give their location.
- On week days, if you have late night access for your year group you *must* leave the building by **9pm** and will not be able to re-enter the building through the secure doors till the following allocated access time for your Year group.
- On weekend days undergraduate students without late night access must leave the building by **6.00pm** and will not be able to re-enter the building through the secure doors till the following allocated access time for their Year group.
- Students must not interfere with the doors operated by the swipe card system in any way: e.g. forcing the doors open, wedging the doors open, attempt to use the emergency override. You must **NOT** provide admission for students in Year groups that are not timetabled to have late night or weekend access.
- Before working late, students must **inform a friend or family member** that they are working late and what time they will be leaving. When leaving the building, students must inform those people that they are leaving.
- If the fire alarms sounds, all people must leave the building and assemble outside Northern Stage.
- It is very important that students follow the usual studio rules i.e. do not use aerosols inside, no hot plates, no naked flames, no power tools and all electrical equipment must be PAT tested before use, working at heights only after permission from a technician and no alcohol consumption.
- In the case of emergency students must contact security. Use the Safezone app (see above) or phone 0191 208 6817 or emergency services- 999. If students encounter anyone who they suspect should not be in the building; do not confront them; contact security.

The above rules have to be observed in addition to the standard health and safety regulations which apply at all times.

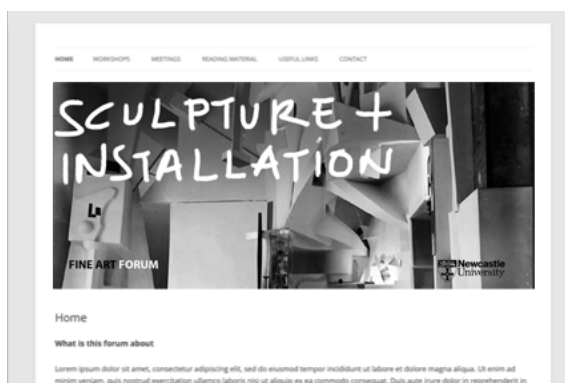
**Regular 'spot checks' will take place and anyone failing to observe the rules for out of hours access will be regarded as a breach of health and safety policy and may well result in the privilege of late and weekend working being withdrawn and/or disciplinary action**



## 4 Cross-Year Activities.

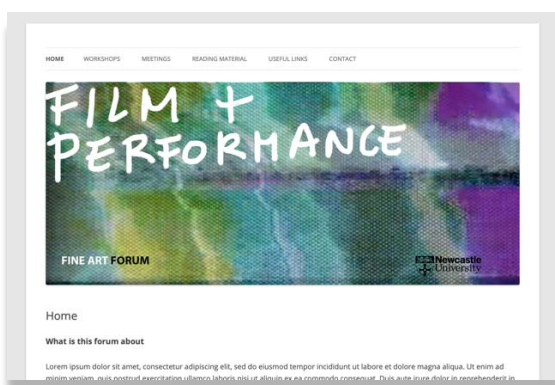
Using the Painting+ Forum that Christian Mieves led last year as a model we have developed 3 further specialist Forums (see links below) in order to facilitate opportunities for cross-year teaching and engagement. Each Forum has its own agenda and timetable so you need to check out each individual site to get information. The forums are open to all and you can attend as many as you wish. Sorry for any clashes in the timetabling but there is so much to fit in!

### 4.1 Forums



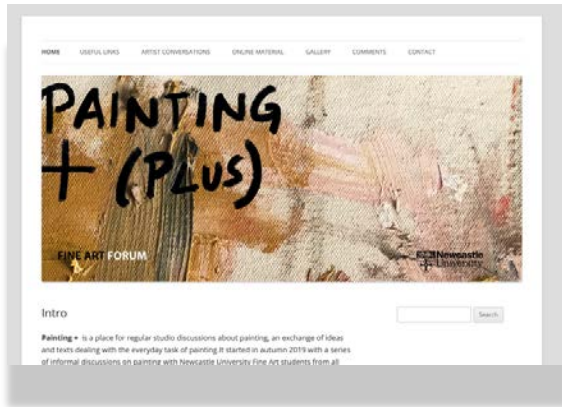
Sculpture and Installation

<https://blogs.ncl.ac.uk/sculptureandinstallation/>



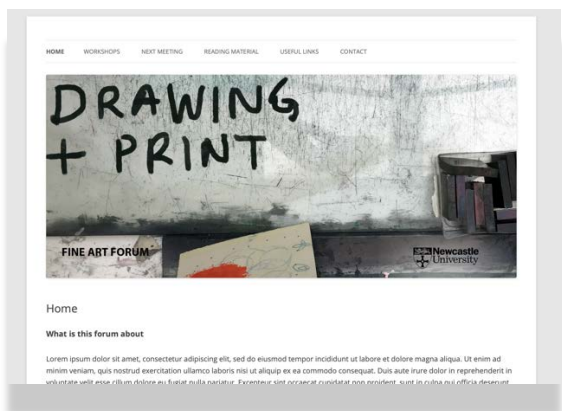
Film and Performance

<https://blogs.ncl.ac.uk/filmandperformance/>



## Painting

<https://blogs.ncl.ac.uk/paintingplus/>

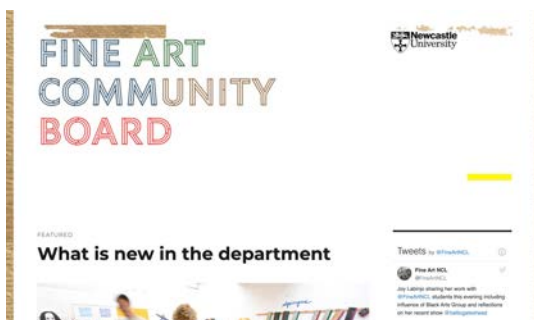


## Drawing and Print

<https://blogs.ncl.ac.uk/drawingandprint/>

## 4.2 Elective Workshops.

As usual we will be providing a range of workshops that you can sign up to take part in. Many are on-line but there are a few we are hoping to deliver in person (Covid situation willing). This year we also have a wonderful range of specialist informational videos available that have been produced by staff over the summer months. You can access these and information about all the workshops available by following the [Fine Art Community Board](#) link below:



<https://blogs.ncl.ac.uk/fineartcommunityboard>



## 5 Communication

As there will be less opportunity to just bump into one another and have a chat or perhaps brows the notice boards and see what is happening we have set up several on-line systems of information that do not relate directly to the modules you are taking but have more general information on activities and opportunities etc. We suggest you visit these regularly to keep up with opportunities and everything that is happening in and around the department.

### 5.1 Notice Boards

The **FINE ART COMMUNITY BOARD** (link above) is maintained by staff and contains general department information of the kind that you would have seen on the noticeboards located in the Fine Art Foyer. It provides provides regular community updates as well as information on taking part in elective activities like xtra teaching, Practice Forums and workshops as well as **Student Voice** information. It is also where an updated version of this Manual will be kept. You can contact Nick Fox if you would like anything added to the board.

There is also the **NEWCASTLE FINE ART NOTICE BOARD** (link below) that is maintained by students (currently Lucy Heaton and Ella Burgess). This where you can post information on events you are organising or calls for collaborators etc. Lucy and Ella will no doubt be in touch to ask for contributions.



<https://fineartnoticeboard.wordpress.com/>

### 5.2 Breakfast Club

Every Wednesday morning 9-10am Irene and Nick will host an Open Forum **Breakfast Club** (link below). This is a virtual space where you can bring a coffee, pop in and chat about anything that comes to mind. We can listen, answer questions and resolve concerns or just chat about whatever is the hot topic that week.

Join breakfast club here: <https://newcastleuniversity.zoom.us/j/93020662708>

### 5.3 Student Voice

We will continue to involve students closely with Student Voice activities like the SSC and our other listening mechanisms like the SV comments box and breakfast club because we think these are important processes for coming together as a Student & Staff community to identify issues & develop positive improvements to the student experience and to our course.

In 2020-21 these will all take place online. Nick Fox will be in touch with each year group to discuss the different ways to have your voice heard and how to take part this year.

#### **5.4 Keith's Café**

We are currently working with 4<sup>th</sup> year students on the Risk assessment for the Café to see if we can work out a safe way of running it. We will keep you updated via the Notice boards.