

**Generic Risk Assessment – Art & Design Studio Exhibits & Installations**

**This risk assessment covers studio exhibits and installation which are of low risk where students and staff are working in relatively stable and managed environments. Used for exhibits which may include use of proprietary items, (paper, card, commando strips, fabrics, general household products etc.). It cannot be used for off-site or medium to high risk exhibits at the University which may include second-hand items, substances which are hazardous to health, those with hazard labels, resins, solvents, aerosols, foodstuffs etc.**

**For off-site or outside the course studio activities and ones where the risk may be higher, a specific safety assessment form for art and design must be completed by the student or member of staff and approved prior to any exhibitions or installations taking place.**

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| **Course:****Module Leader Name:****Signature:****Course Leader Name:****Signature:** |  | **Date:**  |  2019/20 |
| **Activity:**  | Art & Design Exhibition/Installation(University Studios)  | **Next review date:** | August 2020 |

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| **Hazards and Risks** | **Control Measures** |
| **Identify the Hazards?** | **Who might be harmed and how?** | **What is already being done?** | **Further action required?** |
| **Slips, Trips and Falls** | Students, staff, visitors, members of the publicTripping over trailing cables, exhibits, belongings, etc. Personal Injury and damage | * Health and safety inductions carried out with all students and documented
* Area checks carried out by exhibitor prior to setting up to ensure area is safe
* Contracted cleaning staff carry out periodic cleaning of the areas within studios
* Departmental and studio inductions carried out and documented
* Supervision of the exhibit area and environmental awareness by exhibit organiser (s)
* Reporting procedure in place if there are any slip, trip and fall hazards to raise any concerns
* Periodic housekeeping carried out by students and staff
* Periodic checks of exhibit areas throughout set up, exhibition and dismantling by Module/Course Leaders
* Cable tidies/covers used where required
 | * Instructions on guarding against slips, trips and falls and appropriate footwear
* Inspections and audits carried out within departmental areas
* Initial skills training followed by repeated practice and monitoring throughout course
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| **Manual Handling** | Students, staff, visitors, members of the publicThrough moving, pushing, pulling, handling, lifting, transporting, putting down, picking up any loadSprains/Strains, musculoskeletal injuriesPushing/pulling equipment trolleysEquipment falling which causes personal injury | * Avoid where possible
* Health and safety induction carried out with all students and documented
* Use of trolleys and appropriate lifting equipment where required. Assistance sought where needed
* Supervision in place by exhibition organiser
* Departmental and studio inductions carried out and documented
* Routes planned and approved prior to moving bulky, heavy and large loads/exhibit’s through the University (Estates)
* Reporting procedure in place to raise concerns
* Safety briefings given prior to set up of exhibits
* Personal Protective Equipment (PPE) provided as required
 | * Instruction on manual handling carried out
* Inspections and audits carried out within departmental areas
* Appropriate footwear(closed toe, sufficient grip) worn within studios
* initial skills training followed by repeated practice and monitoring throughout course
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| **Contact with Exhibit** | Students, staff, visitors, members of the publicExhibit falling, dislodged, making contact through preparation, set up, the exhibition or dismantling which causes personal injury, harm or damage | * All exhibits prevented from catching, toppling or falling
* All exhibits secured to walls/platforms/plinths where necessary (museum wax, screws, brackets etc.)
* Barriers in place where required to reduce/prevent contact
* Exhibits approved by Module Leader prior to setting up
* Reporting procedure in place to raise concerns
* Check of exhibit areas prior to public interface
* Supervision of exhibits during student/staff/public interface
 | * Safety briefing given to students by Module Leaders on planning exhibits, the exhibition and dismantling.
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| **Access/Egress into University Premises** | Students, staff, visitors, members of the publicExhibit being large, bulky or heavy. Brought in using incorrect route (main entrance) which causes damage, injury or harm | * Routes into building with items for exhibit to be approved by Module Leaders
* Routes for Items which are bulky, heavy, or large approved by Estates
* Routes planned by exhibit organiser and if considered medium to high risk a specific risk assessment should be completed
* Discussions with Module Leader sought prior to bringing items into University premises
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| **Noise** | Students, staff, visitors, members of the publicHearing damage when exposed to poorly controlled noise levels on equipment/headphones | * Health and Safety Induction carried out with all Students
* Supervision of noise levels carried out within departments
* Reporting procedure in place where concerns are identified
* User checks prior to use of noise producing equipment to ensure volume levels are at an acceptable level
* Appropriate PPE issued/used where the risk cannot be controlled by other means
 | * Instruction given to students and documented
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| **Electricity** | Students, staff, visitors, members of the publicElectric shock if electrical connections are damaged or become exposed to liquids Overloading of sockets increasing risk of fire and heatCombustible items located close to the heat source which may ignite | * Health and safety induction carried out with all students and documented
* User checks carried out prior to using equipment
* Combustibles and heat sources separated
* Portable Appliance Testing (PAT) carried out, documented. Annual programme with defective items removed/repaired/replaced
* Liquids to be kept away from electrical items
* Fixed electrics testing carried out in line with appropriate legislation
* All equipment, plant and machinery serviced and maintained under a planned and preventative maintenance programme
 | * Instruction in use of equipment to be carried out
* Inspections and audits to be carried out by Risk & Safety
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| **Fire** | Students, staff, visitors, members of the publicBlocked vents on electrical items causing overheatingElectrical overloading igniting combustible materialsDaisy chaining (plugging extension leads into extension leads) causing overloading of electrical circuitsCombustible items close to heat sources for periods of time causing ignition | * Health and safety induction carried out with all students and documented
* Contracted cleaning staff carry out periodic cleaning of the areas within the department (housekeeping)
* Departmental and Studio housekeeping carried out
* Fire Warden training carried out with departmental staff
* Equipment vents kept free from obstructions to prevent overheating
* Fire evacuations carried out annually.
* Assembly points in place
* Fire extinguishing media available with annual servicing carried out and documented by an approved Contractor
* Emergency lighting in place with periodic checks and servicing carried out by approved Contractor
* Smoke detection and means of detection in place with servicing carried out by an approved Contractor
* Supervision by course staff in place with reporting procedure to raise concerns
 | * Inspections and audits to be carried out by Risk & Safety
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| **Lighting** | Students, staff, visitors, members of the publicLimited visibility (bright, dark) which may cause personal injuryCombustible items being placed close to warm lighting causing injury, damage or harm | * Health and safety induction carried out with all students and documented
* Illumination in place to direct persons to areas of safety where lighting is limited
* Safety brief given prior to event/activity
* Lighting kept at an appropriate level where necessary
* Barriers in place to prevent glare (reflective)
 | * Torches/illumination available where lighting is limited
* Bright lighting to be assessed and prevented/removed where needed
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| **Visitors and members of the public**  | Students, staff, visitors, members of the publicPersonal Injury through violence and aggressionLack of supervision causing injury, damage or harmContact with exhibit causing injury, damage or harm | * Visitors and members of the public attending at the request of a student have prior approval from their Module Leader
* All visitors and members of the public enter the building via reception and sign in
* All visitors and members of the public are hosted throughout their visit by their point of contact
* CCTV fitted to parts of University premises
* Safety brief given prior to members of the public assisting with an exhibition
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| **Working at Heights** | Students, staff, visitors, members of the publicFall from height resulting in personal injuryInsecure exhibit falling onto bystander, resulting in injury, damage or harm | * Health and safety induction carried out with students and documented
* Departmental inductions carried out and documented
* Students monitored and supervised throughout their course
* Reporting procedure in place to raise concerns
 | * Instruction in use of equipment to be carried out, Steps/Stepladders/Platforms and documented
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| **Using basic hand tools/equipment and hanging surfaces** | Students, staff, visitors, members of the publicAccidents with slips/incorrect use of tools/equipment resulting in injuries | * Health and safety induction carried out with students and documented
* Departmental inductions carried out and documented
* Students monitored and supervised throughout their course
 | * Instruction in use of tools/equipment to be carried out **or** member of staff to carry out the activity
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