



**BA (HONS) FINE ART STUDIO
HANDBOOK**



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1. Studio Space

You will be allocated a working space in the Fine Art studios. Your work should be undertaken in this allocated space or in one of the University workshop areas. During working hours this will allow you to access the appropriate equipment, tools, technical advice and supervision, and will enable the Tutors & Instructors to monitor the development of your work and offer guidance. It will also enable you to learn about the working procedures of other students, and to share advice and assistance with them. It is your responsibility to ensure that your work space is maintained in a condition that:

- Enables you to work effectively
- Conforms to safety regulations
- Does not disrupt the work of others

The studio space is an important learning environment, which should encourage experiment, ambition and discourse. Students should feel a sense of shared ownership of the space and as such show consideration for other students in the way that they engage with and manage their work space. Spaces should be cleared of rubbish and redundant materials regularly.

Please note that if you do not use your studio space it will be re-allocated by a member of the Fine Art course team.

1.1 Storing Work

The studios should not be used to store work and/or materials for long periods of time. Work should be photographed and assessed and then removed. Materials that are not currently in use should not be left in the studios.

The University has no facilities to store student work over the summer period. When you break for the summer please ensure you take all your work, tools and equipment away with you. This includes work in plan chests and lockers as well as in the studio. The University cannot accept responsibility for loss or damage to any work or equipment left over the summer months.

A plan chest drawer is provided for each student to store work and there are a number of lockers which are allocated on a first come first served basis. Students will need to provide a padlock for their locker if they choose to take one. Plan chests and lockers must be cleared and all work and belongings taken home at the end of each academic year.

1.2 Studio Furniture

Studio furniture is kept to a minimum in order to maximise the space available to make work. All students will be provided with a foldable trolley on which to store materials and belongings. Each studio area has communal tables for desk work; these should be left in a clean and tidy condition after use. Students are discouraged from having their own individual table against a wall as this takes up valuable wall and floor space. If you require an individual table for a specific way of working this must be agreed with a studio leader.

1.3 Bookable Project Space

The Fine Art course provides a bookable project space within the studio complex. This space is bookable via eStudio and is provided to enable students to test out ideas, installations and other projects, which are unable to be realised in the main studio areas. The project space must be maintained and kept in a clean and ordered state at all times. If you book the project space it is your responsibility to leave the room clean and tidy.

1.4 Studio Opening Times

During term time students have access to the Fine Art studios between the following times (unless informed otherwise):

- 8am - 9pm - Monday to Thursday
- 8am - 9pm - Friday
- 10am - 4pm - Saturday

Access to the studios outside term time is available following discussion with a tutor.

2. Fine Art Equipment & Materials Store

There is a range of equipment, basic hand tools and power tools made available for students to borrow, and a range of materials to buy via the Fine Art store, which is located in the first floor studios. Students are reminded that they must return borrowed items immediately after use. There is a simple signing in/out procedure for the more substantial items of equipment. It is your responsibility to look after the equipment and return it in full working order. Any issues with any equipment should be reported to the Instructor to enable swift repairs to take place.

2.1 Equipment

- hammers
- screwdrivers
- tape Measures
- rulers
- glue guns
- craft knives
- staple guns
- scrapers
- spirit levels
- headphones
- bulldog clips
- extension leads
- screws / mirror plates / fixings
- sewing machines
- drawing boards
- over- head projectors
- speakers

- power drills / drivers
- jigsaw
- scissors
- wax melting pots
- extension leads materials
- 9.5 oz cotton canvas
- medium weight calico
- gesso
- acrylic primer
- fabriano paper rolls
- professional quality papers (various)

In addition to the materials kept in stock, the Fine Art store also holds catalogues for a wider variety of specialist materials which are available to order on request. Please speak to the Fine Art Instructor for more information and advice regarding specialist materials.

2.2 Equipment & Materials Store Opening Times

- Monday - Thursday 11.30pm - 12.00pm and 4.00pm - 4.30pm
- Friday - 9.00am - 9.30am and 3.30pm - 4.00pm

3. Technical Assistance

The Fine Art Instructor is available in the studio to offer assistance and advice on a range of matters including:

- safe working methods
- installation and hanging of work
- techniques in all studio areas
- use of materials
- use of equipment
- risk assessment
- support preparation
- space management

A technical assistance request whiteboard is located outside the Fine Art store. If you require assistance you should enter your name / studio location / request details onto the whiteboard and an Instructor will contact you to assist.

4. Safe Working Practices

4.1 Friends & Relatives on the Premises

The Fine Art studios are intended for use by Fine Art students only. For your safety and security, friends & relatives are not permitted in the studio area. If you see anyone in the studios that should not be there you should inform a member of staff immediately.

4.2 Eating and Drinking

Eating and drinking are not permitted in the Fine Art studio areas. There are designated clean areas with chairs and/or sofas just outside the main studio areas provided for students to eat their lunch.

4.3 Footwear

Substantial footwear which covers the toes should be worn at all times in the Fine Art studios. Open toed shoes are not permitted.

4.4 Radios / Music / Mobile phones

The playing of music and use of mobile phones is not permitted in the studios. The studios are a shared resource where teaching & learning take place. Respect should be shown to Tutors and other students by keeping noise levels to a minimum. Personal headphones are of course acceptable.

4.5 Out-of-Hours Working

The workshops cannot be accessed outside working hours. However, work may continue in studios providing that all safety rules are observed. For reasons of safety and personal security, students are advised against working alone in the studios.

4.6 Walkways and Exits

It is important that staff and students can walk through the studios freely and safely at all times, and that emergency services can access the studios without delay if required. Accordingly, no obstructions of any kind - including work, materials, equipment and personal belongings - must not be left in walkways or exits.

4.7 Fire Evacuation

It is important to familiarise yourself with the evacuation routes from your studio at the earliest opportunity, and to locate the fire alarms closest to your space. In the event of fire you must activate the fire alarm by breaking the glass. Exits must always be kept clear. If you hear the fire alarm you must immediately make your way to the nearest fire exit.

4.8 First Aid

If you require first aid you should contact reception on 0113 202 8000 who will request a First Aider to respond immediately. Any accident, incident or near-miss must be reported at once to a Tutor in your area.

4.9 Aerosols

Aerosols may be used but only in the designated areas (outside in the yard or in the spray booth situated in the 3D workshops).

4.10 Flammable Substances

All flammables must be stored in the flammables cupboard at the end of each working day.

Appendix 1:

Studio Risk Assessment for Safe Working Practices

Assessors Name:		Date:	22/08/19
Activity:	Generic Studio Practice	Next review date:	28/09/20

Hazards and Risks		Control Measures		Action Plan		
Identify the Hazards?	Who might be harmed and how?	What is already being done?	Further action is required?	Who?	Target?	Complete
Personal injury due to slips trips and falls	Students and staff	Walkways within the studio should be kept clear at all times. Art work should be kept in the studio spaces and not allowed to overspill into the walkway areas.	Daily monitoring	Students, staff		
Personal injury due to falling or dropped objects / tools	Students	Substantial footwear, which covers the toes must be worn at all times.	N/A			
Contamination as a result of eating with unclean hands	Students	No food is permitted in the Fine Art studios. A café area is available, where students can eat in a clean and safe environment.	N/A			
Personal injury as a result of working at height	Students	Safety ladders are available in each Fine Art studio area. Students should not stand on chairs / stools or tables. Students should not work at height if they are in the studios alone.	N/A			

Hazards and Risks		Control Measures		Action Plan		
Identify the Hazards?	Who might be harmed and how?	What is already being done?	Further action is required?	Who?	Target?	Complete
Personal injury / death caused by fire	Students & staff	Fire Exits and walkways must be kept clear at all times. Fire extinguishers & alarms must never be obstructed. All flammable materials must be stored in the flammables cupboard located in the studios. If a fire is discovered the alarm should be raised and you must leave the building immediately by the nearest exit.	N/A			
Personal injury caused by chemical substances	Students	All chemicals and solvents not provided by the University must be assessed by the Course Instructor before use. All chemicals / flammables & solvents must only be kept in their original container.	N/A			
Loss of personal property due to theft	Students	Only Fine Art students are allowed in the Fine Art studios. Friends & relatives are not permitted in the Fine Art studios in order that the course team can easily identify any intruders.	Ongoing vigilance regarding any unauthorised visitors.	All staff		

Hazards and Risks		Control Measures		Action Plan		
Identify the Hazards?	Who might be harmed and how?	What is already being done?	Further action is required?	Who?	Target?	Complete
Electrocution / Fire caused by faulty electrical equipment	Staff / students	All University equipment is PAT tested annually. Electrical equipment brought into the University by students is PAT tested by the Fine Art Instructor prior to its use in the studio.	N/A			
Personal injury caused by heavy lifting	Staff / students	All staff and students have been briefed in safe lifting techniques. Always assess the weight of a load before attempting to lift. Never lift anything that cannot be safely managed. Always lift from the knees with a straight back. Make sure that your route is clear of obstacles before beginning to move anything.	N/A			
Personal injury caused by slips on wet floors	Staff & students	Always clear up any spillages immediately and put signage in place. Signage is available from the Fine Art Instructor				

Hazards and Risks		Control Measures		Action Plan		
Identify the Hazards?	Who might be harmed and how?	What is already being done?	Further action is required?	Who?	Target?	Complete
Injury due to unsafe use of studio tools or equipment e.g. craft knife, hand tools, easels,	Staff (during demonstrations) students through acting without care and attention	<p>All demonstrating staff are trained and qualified.</p> <p>Inductions are carried out in safe practices in the use of equipment before students are able to practice.</p> <p>Walkthroughs and observations by instructor and teaching staff, correcting practice as required.</p>	Routine observation and monitoring	Instructor and teaching staff		

Risk assessing is an essential part of your professional practice and will help you prepare for working in the wider art world after leaving University. During your time here, it will help maintain a safe environment for students, staff and visitors and will aid the successful execution of your work.



ART & DESIGN
EXHIBITION & INSTALLATION HANDBOOK

Date: September 2019

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1. Introduction

This handbook has been produced to help students and staff understand their responsibilities during the planning and implementation of exhibitions and installations and to provide information to ensure they are carried out safely, whether off site or within the University. The handbook also includes related activities (safe working practices, general protocols etc).

The exhibitions and installations that you are organising, whether off site or at the University, require a sufficient level of forward planning to ensure safe working practices are undertaken during planning, set-up and disassembly. Adequate systems must be in place to protect your own safety, and the safety of any contributors and others who may be affected, including members of the public.

In addition to ensuring the safety of participants, these procedures are similar to those used in the creative industries and are part of the process of developing your professional practice and understanding how your work impacts on the wider community and environment.

2. Training and Abilities

Risk assessment training is provided for all staff who cascade this information to students in briefing sessions. Health and safety is also reinforced during practical skills workshops and other sessions as an integral part of courses.

It is essential that students attend any sessions that cover health and safety and fully understand the processes outlined in this handbook before planning any exhibitions or installations. If students require further assistance in undertaking the necessary processes, including carrying out risk assessments, this should be discussed with a Lecturer before planning commences.

It may be useful to be aware of any pre-existing conditions that people involved may have in case their condition may be triggered or aggravated *e.g.* particular difficulties with certain situations such as height or confined spaces. Often people may be unwilling to disclose such conditions, so students and staff need to be sensitive to this when planning any work that may cause such difficulties.

3. Risk Assessment

Risk assessment is essential to ensure the health and safety of all participants.

Initially, students should outline their proposal to their Module Leader, discuss the feasibility of carrying out the exhibition or installation, and seek preliminary approval after a detailed discussion has taken place over ideas and outline.

Module Leaders should use their judgement and make an informed assessment as to the level of risk proposed, prior to giving preliminary approval. If necessary, advice may be sought from Estates (Risk & Safety).

Examples of low risk activities:

- Exhibitions/installations in studios using University supplied materials or low risk materials and not working at heights
- General studio activities - not working at heights

Examples of medium to high risk activities:

- External exhibitions/installations
- Exhibitions/installations in studios using materials or items which need to be risk assessed
- Working at heights
- Working with or near transport

Preliminary approval for the exhibition/installation should be given to the student by email, only when this has been received by the student should further planning take place.

If preliminary approval is given and the Module Leader has deemed the exhibition/installation is covered by a course generic risk assessment, no further action is needed other than for the student to read the generic risk assessment carefully and act accordingly, these are available on eStudio. If preliminary approval is given and the Module Leader has deemed it is not covered by a course generic risk assessment, students must complete a safety assessment form - art & design exhibition & installation (appendix A and available on eStudio) and submit this to the Module Leader for approval before any further arrangements take place.

In certain cases where the level of expected safety risk is considered medium/high, the Module Leader will need to consult with the Course Leader, Programme Director and/or Estates (Risk & Safety) prior to deciding whether to approve the exhibition/installation. They may decide to ask for additional actions or changes as a condition of approval.

If approval is not received then the exhibition/installation cannot take place. If they take place without being approved, students and staff will not be covered by the University's Public Liability Insurance and may be liable for disciplinary action being taken against them.

In the University, risk assessment is a two-tier process:

- Generic risk assessments that have already been completed by course staff and approved by the Course Leader, and are for use in low risk and stable operating environments. An example of a generic risk assessment for Art & Design can be found at Appendix C. These should all be stored on the course S drive and be available on eStudio for students to access.
- An art & design exhibition and installation risk assessment - which is a specific and more detailed risk assessment that needs to be completed by the student (or staff members) and approved by the relevant staff when the activities do not fall under those covered by the generic risk assessment.

The purpose of any risk assessment is to eliminate or control the risks to as low a level as is reasonably practicable, safeguarding the wellbeing of all participants and of anyone who may be affected by

the activity. This includes members of the public or bystanders who work in an adjacent area.

Risk assessments should be thought through carefully and involve the following:

- Identify the hazard(s)
- Who will be exposed to the hazard(s)
- A brief description explaining how an accident or illness may occur and what kind of injury might result
- An assessment as to the probability of the hazard occurring, expressed in terms of 'low', 'medium' and 'high'
- An assessment of the consequence of an injury occurring, expressed in terms of 'low', 'medium' and 'high' impact
- A brief description of the control measures to be put in place to eliminate the hazard(s) or reduce the level of risk involved

The way to stay safe is to consider each exhibition/installation individually and think of what exactly could go wrong.

If the exhibition/installation is a group project, one named student (organiser) must be responsible for the management of the health and safety arrangements, including conducting location research, risk assessment, completion of all relevant safety documents, seeking safety advice as necessary. All health & safety measures must be effectively communicated by the organiser to all participants or affected parties prior to the event taking place.

In addition to the art & design exhibition and installation risk assessment, the University also has risk assessment forms for 'film and photography shoots' and 'music performance and events' which may be used by students and staff in the event they are more suited to the activity being planned. These forms are also available on eStudio.

4. Location Considerations

Searching for an appropriate venue involves a number of considerations. In the event of a claim being made against the University from the inappropriate use of a venue by students, the students and Module Leader will be held responsible for this. Most places will require a copy of the University's Public Liability letter before they will give permission for shoots to take place. This can be found on the [Portal](#).

Determining an appropriate venue to use involves a number of considerations and therefore an informed judgement should be made by the student organiser and Module Leader, taking into account all information supplied by the venue and the risk assessment, ensuring that all approvals have been given prior to any event taking place.

Whichever location (not including studios) is chosen to carry out an exhibition/installation, a risk assessment should be completed. If exhibitions/installations are taking place within studios, a generic risk assessment will cover most of them, with exceptions including those where higher risk activities are taking place or higher risk materials/items are being used.

Notwithstanding an assessment of the risks to equipment or the practicalities and logistics of equipment loan, transport and travel, overseas exhibitions/installations are also subject to an assessment of risks that local laws, protocols, customs, expectations or political climate may also bring about.

Exhibitions/Installations on University Premises

Estates must be asked for approval in advance by the Module Leader for exhibitions/installations on University premises other than in course studios. Estates may have to consult other staff before permission is given if the location is one where other staff work.

5. Participants and Contributors

External participants or contributors should ideally be volunteers as this avoids contractual obligations on either party.

Participants or contributors should be asked to sign a release form for the work produced before any event takes place and a signed copy should be retained for recording purposes.

Students may invite visitors onto University premises for reasons related to their studies, in this case students must get prior approval by email from the Module Leader/Course Leader which gives details of the person visiting, which areas of the building they will be accessing and the reason for the visit. This email must be shown to the reception staff for the visitor to gain access to the building. Students and staff should feel comfortable that the people they are inviting into our buildings will follow all conduct and safety requirements of the University. The visitor must be met by their host at reception, be registered into the visitors book and be accompanied by their host at all times.

6. Sensitive Material

If the exhibition/installation contains material of a sensitive nature that may cause offense to the beliefs or values of others, the risk assessment should consider the impact of such and have consideration to an appropriate location and presentation.

7. Externally Sourced Objects and Materials

Any exhibition/installation that presents a biological or physical hazard e.g. broken glass, oil, mould or is likely to contain parasites or animals, must be risk assessed prior to any item being brought into the University and control measures put in place.

In general, any items used should be proprietary (shop purchased) products that are used for their intended purpose. Information on substances being used should be included within the risk assessment and the Module Leader should consider whether a COSHH assessment should take place prior to use.

Before externally sourced objects and materials are brought onto University premises, please refer to the guidance document, Using Externally Sourced Objects and Materials (Appendix B), which can also be found on eStudio. If in doubt please speak to your Module Leader.

8. Moving Parts or Interactive Exhibitions/Installations

Where exhibits have moving parts or facilitate interaction with the public, the risk assessment must address any hazards arising e.g. stability/entrapment and put control measures in place to manage the risks. Any additional risk to specific groups, i.e. young people and those with disabilities, must also be addressed.

9. Planning

Organisers will normally be expected to visit all venues in advance of any exhibition/installation, so its suitability and any hazards associated with the particular environment can be assessed.

If an advance visit has not been possible then evidence of an appropriate level of venue research, for example correspondence with an appropriate venue contact, will need to be provided

Where approval from a third party is required (e.g. venue owner/manager), any local health and safety requirements for that location must be understood and observed.

Whichever venue is chosen, the emergency procedures (fire, first aid etc.) must be understood by everyone involved.

In the case of certain exhibitions/installations, which are higher risk, students should discuss with their Module Leader the necessity of this, in the context of coursework assessment and the Course Leader may need to be consulted.

Risk assessments by students must be submitted by email to your Module Leader two weeks prior to the intended exhibition/installation. This is to provide sufficient opportunity for the Module Leader to discuss any aspects of it. This will also allow time to seek any further advice needed before approval is given by the relevant staff. Before submitting the risk assessment form to your Module Leader, it is important to read and understand the declaration since by sending an electronic form, students accept full responsibility for implementing the health and safety arrangements for the exhibition/installation.

If, after considering the contents of the risk assessment, approval is given, the form will be signed by the relevant staff and given to the HE Administrative Assistants, who will email a copy to the student and scan and file the approved risk assessment on the course S drive. This form should be saved in the organisers name using the convention initial.surname.dd.mm.yy.SAF (date of the event).

Where specific exhibitions/installations for students are organised by staff risk assessments may also be carried out using the same form by course staff. The same approvals will apply and the

form, once signed by the necessary signatories must be given to the HE Administrative Assistants to be stored on the course S drive.

When booking equipment, students should seek advice from the Module Leader and support staff on the most appropriate equipment to use for the task. This may assist in eliminating the need for unnecessary lifting and carrying as well as reduce the financial risk to the student and the University.

10. Using Third Party Sources and Services - Family and Friends

Any third party service providers or suppliers that are not approved volunteers or visitors should have a recognised trading status and are willing to provide on request the necessary documents with regards health and safety. They should also have Public Liability Insurance cover for the services they provide.

The studios are intended for the use of students only. Friends and family are not permitted in the studios apart from visiting exhibitions/installations, a member of staff should be informed if you see anyone in the studios that should not be there.

There may be a temptation for students to provide their own catering for an exhibition/installation, in order to save on outlay, but this creates potential issues regarding standards of food hygiene, storage at correct temperature, preparation, cooking, serving, consuming within required time limits, etc. Students and staff are not covered by the University's Public Liability Insurance in the event of your contributors claiming against you for food poisoning.

11. Tools and Equipment

Any electrical or mechanical equipment supplied by a third party must be properly checked, ensuring they have valid Portable Appliance Testing (PAT), are appropriately maintained, and fit for the intended use. If students require items to be PAT tested this should be discussed with a Lecturer who can complete an Estates Helpdesk request. The consequences of error could be potentially fatal.

Staff and students should only use University supplied power tools following an appropriate induction in their safe use and should not bring power tools into the University.

When using tools care should be taken of others working in the vicinity and appropriate controls put in place to ensure their safety. If PPE is identified in the risk assessment as necessary for carrying out any activities, it must be worn.

All tools and cables should be secured in such a way that they do not cause a trip hazard.

12. Prior to the Opening of the Exhibition/Installation

A sufficient number of people to fulfil all tasks in the time available should be participating and they should have a clear understanding of their responsibilities, particularly concerning the health

and safety controls that are being implemented during the exhibition/installation. This includes having an appropriate number of people available at the time of both setting up and dismantling to lift and carry any items.

Students and staff using their own vehicle to transport those involved in the exhibition/installation or the items being used are personally responsible for making certain it is suitable for the task. This includes that it is in road worthy condition with the necessary certification, and that the driver has the correct driving license classifications and level of motor insurance cover to allow the vehicle to be used for this purpose. Similarly, anyone else driving or providing vehicles for this purpose must adopt the same standard.

13. Good Practice in the Management and Carrying Out of Exhibitions and Installations

Wear appropriate footwear for the task, the exact nature will depend on the venue you are planning to work in, but shoes offering some overall protection (closed toe) with flexible soles and good grip should be worn.

When working off-site, ensure your mobile phone is fully charged and your account has sufficient credit to make any required calls. Programme in any relevant numbers so you can make rapid contact in the event of an emergency.

It is also good practice to be aware of the nearest GP walk-in centre and hospital for situations that may not be serious enough to warrant calling an ambulance, but nevertheless require treatment.

Where possible avoid working at height. If it can't be avoided, use an existing place that is already safe or the right type of equipment to ensure your safety. You must never stand on chairs or stools, step ladders must always be used when working at height and these must be inspected to ensure fitness prior to use, if in doubt ask one of the lecturers for guidance on use. If step ladders are not of an adequate height, the University has scaffolding, but this will need to be erected and supervised by a qualified person. No working at height activities should take place whilst working alone. It is essential that risk assessments are carried out if working above the ground or where there is a drop i.e. a stairwell.

It is important that people are able to walk through the studios or rooms in an external venue freely and safely at all times and that emergency services can access all areas without delay if required. No obstructions of any kind, including work, equipment and personal belongings must be left in walkways and exits.

It is good practice to ensure that studio space is used effectively and you work in a respectful manner when sharing this space. A willingness to engage with other exhibitors is a useful working skill and will help to create a successful event.

14. Collecting and Transporting Items

You must exercise care when lifting and carrying, taking into consideration the weight and size of any items or combination of items, the position of any carrying straps or handles, and any hard corners or projections.

There are trolleys available to assist in transporting heavy items to and from loading areas, so please obtain these where necessary from the course staff or Estates. If you are carrying items on public transport, ensure you have an adequate number of people to share the load and avoid causing injury to other passengers when moving and stowing any items.

All manual handling activities should be risk assessed prior to being undertaken, this includes lifting, lowering, pushing and pulling. Consideration should be given to any pre-existing conditions including a history of back problems or mobility or visual impairments, which may make some of the activities more difficult.

Keep alert for any suspicious activity that may pose a threat to your personal wellbeing and that of any contributors. Always keep any items of baggage attended and in view, and comply with any directions given by official transport personnel, especially if they advise your baggage handling arrangements are deemed to be causing safety or security issues.

If you are using your own vehicle to collect equipment you may park temporarily in the area designated for loading (undercroft). Permission must be sought in advance from reception, who may need to seek advice from Estates. You must park in the area designated and keep building exits free from obstruction and any emergency vehicle access routes clear at all times. Large items should not be taken through the main entrance.

15. Setting Up

When setting up, check the layout for any additional hazards which may be present and have not been accounted for previously. Check the whole environment to ensure there are no unexpected conditions that will affect the health and safety procedures and controls you have accounted for.

If there are any adverse changes to the initial assessment of the venue and activity then you must consult with your Lecturer prior to continuing the shoot. If you find any adverse changes if you are at an off-site venue, contact your Course Administrator by phone. A Lecturer will then call you back as soon as possible to discuss the situation before you carry on.

Ensure the work area is clear of any slip or trip hazards and any people who are not directly involved in the setting up.

You need to ensure any mains extension reels are fully extended to prevent the cable from overheating. This however increases the potential for trips, so you must ensure any excess cable is laid out in a safe area. Do not overload sockets of extension leads (maximum 13amps unless otherwise stated). You must prevent any electrical cables or connectors from being overloaded, exposed to water, which includes puddles, spilled liquids, etc.

16. During the Exhibition/Installation

During an exhibition/installation opening, there is a high risk of becoming preoccupied with the demands of the perfect event and this is when there is a greater chance of an accident occurring.

All control measures put in place should be applied and safety arrangements monitored continually for changing conditions.

Organisers will be responsible for the serving of any refreshments and to monitor and regulate the consumption of any alcoholic drinks by guests, ensuring compliance with the licensing arrangements e.g. no underage drinking. Non-alcoholic drinks should always be available.

There should be at least one responsible person present supervising the exhibition/installation and visitors at all times. A rota should be drawn up to ensure this.

17. After the Event

Ensure you have arranged sufficient assistance to dismantle the exhibition/installation and transport items safely. No work is to be stored on site following the event.

Once all items, props, cables, etc. have been removed, clear the rest of the location picking up any litter and cleaning up any spillages to prevent endangering subsequent users of the space.

18. In the Event of an Accident or Incident

If there is an accident or incident (whether or not it causes injury), you will need to take prompt action. The steps below should be followed in any event:

1. Stay calm and take control of the situation.
2. Ensure no one else (including yourself) is exposed - this may require as far as is possible such measures as evacuation to a safe area, shutting off mains electrical supply, extinguishing potential sources of ignition, isolating the area, etc.
3. If a person falls ill, or is injured, or there is a life threatening emergency call 999, otherwise seek urgent medical assistance by calling 111 for advice and support or visit the nearest GP walk-in centre or hospital that you identified.
4. If the injured/sick person is taken away by ambulance, make certain you know which Accident & Emergency department they are being taken to so that next of kin can be informed.
5. The University should be informed immediately of the incident.
6. In compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, and University policy, all accidents, or any incident that could have resulted in an accident (near miss), must be reported as soon as possible. Contact your Module Leader to ensure that an accident/incident report form is completed.
7. Inform your venue contact (as designated in your Safety Assessment Form) that an incident has occurred. They may have local operating procedures that need to be followed.

8. If safe to do so, take photographs of the scene, obtain witness contact details and if possible isolate any relevant items that can be used as evidence in the event of an accident investigation.

Appendix A:

**Safety Assessment Form
Art & Design Exhibition & Installation**

To be used for exhibitions and installations that would not be covered under a course generic risk assessment.

Before completing this form please refer to the Art & Design Exhibition & Installation Handbook for guidance to help ensure your event is as safe as is reasonably practicable.

Organiser details				
Name:		Tel:		
Course: Level:		Student Number:		
		Module Leader:		
Event Date(s):	From:			To:

Number of participants:	
Total number of all persons involved. For legal reasons please provide details of any participants under 18.	

Location/Venue:	

Location/Venue approval received from:	
If on University premises (outside of course studios) this is required from Estates before the event takes place	

State which paperwork has been submitted/received from the list below:
(As a University we do not have control of how the externally owned venues we may want to use for exhibitions are managed. It is therefore important that we make checks that buildings are safe and meet legislative compliance as a public venue before we use them. We can do this by asking the venue owner/ operator to provide the relevant documents listed below)

<ul style="list-style-type: none"> • Fire risk assessment & Evacuation procedures <p style="font-size: small;">(This will inform you how fire risks are managed and what to do in an evacuation)</p>	
<ul style="list-style-type: none"> • Periodic/Fixed Electrical Testing Certificates <p style="font-size: small;">(These ensure that the electrical systems are safe to use in a building)</p>	
<ul style="list-style-type: none"> • Venue Sound Level risk assessment - music <p style="font-size: small;">(A venue may have a policy or risk assessment for sound level control, ensuring it does not exceed levels where it has the potential to cause damage to hearing?)</p>	
<ul style="list-style-type: none"> • Public Liability Insurance <p style="font-size: small;">(All public venues are required to have public liability insurance, to ensure they are covered should an incident occur)</p>	

<ul style="list-style-type: none"> • Asbestos Risk Assessment/Report (All properties built up until 1992 have the potential to contain asbestos materials, even accidental damage to these materials can be hazardous. Most venues of this age will have had asbestos surveys undertaken and will have reports which give information about how asbestos is managed if present. It is important you know this before installing an exhibition in a venue.) 	
--	--

<p>Description of the event - Include all details such as scale and materials involved, nature of presentation (wall, free standing, plinths etc,) any equipment to be used for display, performance or recording, transportation, any external participants. A diagram may be used to help describe the presentation.</p>

Identifying, Evaluating, Controlling and Rating Risk

Risk Rating Guidance

Severity of potential risk		Likelihood of potential risk	
High <ul style="list-style-type: none"> • Hazards capable of resulting in death, severe injury, disability or serious illness • High cost both to individual and organisation 	3	High <ul style="list-style-type: none"> • Likely to occur at any time during the event 	3
Medium <ul style="list-style-type: none"> • Hazard capable of resulting in moderate personal injury/illness/damage/loss capability 	2	Medium <ul style="list-style-type: none"> • May occur during the event 	2
Low <ul style="list-style-type: none"> • Hazard resulting in minor injury requiring first aid treatment • A minor loss event to the individual or the organisation 	1	Low <ul style="list-style-type: none"> • Unlikely to occur 	1

The risk rating guidance above should be used to assist you in determining the severity of the potential risk and likelihood of potential risk of hazards. In the table below tick the items that you believe are potential hazards (any not listed put in 'other hazards').

Having identified the hazards, you then have to consider how likely it is that harm will occur and to who; i.e. the level of risk and what to do about it. Risk is a part of everyday life and you are not expected to eliminate all risks. What you must do is make sure you know about the main risks and the things you need to do to manage them responsibly.

The risk rating guidance above should be used to assist you in determining the severity of the potential risk and likelihood of potential risk in the table below.

When you allocate the rating you do so after taking into consideration any measures - called control measures - that you have/or will put in place to reduce the risks.

Potential hazards or hazardous activity (please tick)	Who may be affected ¹ and how? ²	Action taken to remove, reduce or control risks	Severity of potential risk	Likelihood of potential risk
Access/ Egress <input type="checkbox"/> (obstructions, doors & access routes)				
Audience/ members of the public <input type="checkbox"/>				
Staging and structures <input type="checkbox"/>				
Recording equipment and cameras <input type="checkbox"/>				
Electrical <input type="checkbox"/>				
Food & drink (e.g.allergens) <input type="checkbox"/>				
Heat/cold <input type="checkbox"/>				
Lighting & visibility <input type="checkbox"/> (e.g.staged lighting, reduced light)				
Manual Handling (e.g. lifting and carrying) <input type="checkbox"/>				
Noise <input type="checkbox"/> (e.g. loud machinery, music, address systems)				
People at higher risk <input type="checkbox"/> (e.g.pregnant women, infants/children, elderly, vulnerable persons, known medical conditions of any participants)				
Props & equipment <input type="checkbox"/>				

Security/ Theft <input type="checkbox"/>				
Slip, trip or fall <input type="checkbox"/>				
Transportation <input type="checkbox"/>				
Other hazards not listed above				

¹ E.g. staff, student, member of the public

² E.g. cuts, bruises, fractures, electric shock, burns, allergic reactions

Overall Risk Rating

Having identified and assessed the risks above, use the table below to consider an overall rating for the event on the basis of the likelihood of it leading to severe injury or severe impact on the health of anyone involved.

	Tick next to the risk level					
Severity: With control measures in place what is the potential severity of an injury or health effect?	Low 1		Medium 2		High 3	
Likelihood: How likely is the most significant hazard to cause harm?	Low 1		Medium 2		High 3	
Total risk score: (severity multiplied by likelihood)	Low 1-2		Medium 3-4		High 6-9	

<p>Is the material of a sensitive nature or likely to cause offence to the beliefs or values of others?</p> <p>(Information may need to be given to involved parties or audiences, advice can be sought from the Module Leader or Course Leader)</p>	
--	--

<p><u>Declaration</u></p> <p>Name:</p> <p>Date:</p>

This form should be emailed to the Module Leader who will need to consult and seek approval from the members of staff detailed below where the risk is medium/high. Students should not carry out any further work until this risk assessment has been approved.

Staff Authorisation			
The staff below are confirming they have read and understood this risk assessment, and where necessary discussed further with the student prior to authorising. It is noted that the control measures are considered appropriate unless additional controls are identified in the box below.			
Position	Risk	Name and Signature	Date
Module Leader	Low		
Course Leader	Medium		
Programme Director	High		
Estates (Risk & Safety)	High		

Additional control measures required by any of the above named?

Once authorised, the member of staff should give this form to the HE Administrative Assistants who will scan and file a copy in the course S Drive and email a copy to the student. This form should be saved in the organisers name using the convention initial.surname.dd.mm.yy.SAF (date of event).

Appendix B:

Student Guidance - Using Externally Sourced Objects & Materials

Introduction

The University is a creative environment and one in which experimentation and innovation are to be championed and encouraged. However, this needs to be carried out in a manner which does not pose a risk to yourself or to any other people who may be affected by your activities.

This guidance has been produced to assist staff and students in the following:

- Identifying items, objects and materials which pose too high a risk and should not be brought into University buildings
- Determining the processes which should be followed for items that, although posing a risk, with the right control measures, can be managed so they may be used.

Items, Objects and Materials

Mattresses

Old mattresses are not hygienic and if damaged are no longer fire retardant therefore should not be brought in. New mattresses may be used bearing in mind that there are manual handling risks with the movement of a mattress due to the bulky size and weight which would need a risk assessment.

Asbestos

Asbestos is a high risk material and has been banned in the UK since 1999 therefore must not be brought into the University. Prior to 1999 it had been used in the building and fit out of many places in the UK for many years, therefore is still present in some buildings. It can be in many forms including lagging around pipes and boiler, gaskets, insulation board, floor tiles, cement products for example; downpipes, soffits boards and corrugated roof sheeting and window putty. Care must be taken when bringing in any old objects since there may be a possibility that they contain asbestos.

Asbestos must never be handled, broken or tampered with, below are some picture examples of asbestos materials to help in identifying it:





Old or damaged mains electrical equipment

Old or damaged electrical equipment can only be used for non-powered, decorative purpose. A risk assessment will need to be carried out and the item will need to be decommissioned so it can't be used electrically.

New and other mains electrical equipment

Only off-the-shelf electrical devices that meet British Safety Standards can be operated within University buildings. All mains electrical devices brought into the University need to be inspected by a member of Estates before they can be used. Mains electrical equipment should only be used for its intended purpose and must never be modified or adapted. The University requires that all mains electrical equipment must be PAT tested annually, a visual inspection must be undertaken each time before an appliance is used.

Students wishing to use mains electrical equipment that is not provided by the University should speak to their Module Leader, who will request via the Estates helpdesk a PAT test if necessary, and a risk assessment should be carried out. This does not include phone chargers or laptop cables, provided they are only used for their intended purpose, are in good condition and of a suitable standard.

Large electrical/domestic appliances must not be brought into the University without an approved risk assessment that also considers its safe transit in and out of the building.

Electrical work

Staff and students must not install or tamper with any electrical systems or devices within University buildings. All University electrical work is managed by the Estates department and carried out by qualified electrical contractors.

Glass / mirrors

There is a risk when transporting or handling glass and mirrors, therefore proposals for working with glass or mirrors need to be risk assessed and approved before the material is brought into University buildings.

Chemicals

Chemicals should only be used if they have been approved by the University and have safety material data sheets, COSHH risk assessments, storage and disposal measures in place.

If a member of staff wishes to try out a process using a new chemical this will need to be risk assessed under COSHH regulations and approved by Estates prior to the chemical being brought onto University premises.

Proprietary brand make-up may be used.

Paint and painted timber

Use of paint should be limited to general emulsion, water based paint and approved oil based paint only. Any deviation from this must be risk assessed. In general paint should be new and proprietary brands, however, paint from established companies which reuse/recycle paint may also be considered new provided the companies can demonstrate they have undergone the correct inspections and the measures they have taken to ensure the safety of their products can be relied upon n.b. advice may need to be taken from Estates (Risk and Safety) to ensure this.

Old paint tins or old painted timber may have lead content, which is a high risk, therefore a risk assessment must be carried out and approved before such items are brought into the University.

Gas bottles, fuel or flammable substances

These items pose too high a risk and under no circumstances should gas bottles or fuel be brought into University buildings.

Metal materials

The University provides students with metal materials for creative practice in its Workshops. Proposals for working with metals that are not supplied by the University need to be risk assessed and approved before the material is brought into University buildings.

Lead must not be brought into the University. It can be absorbed into the blood stream, cause symptoms such as headaches, tiredness, irritability, anaemia or stomach pains and anyone pregnant should not come into contact with it. Lead in the form of cast type for type-setting is subject to strict control within the University's printmaking resource and should not be augmented without a risk assessment by the Workshop Manager and approval by Estates.

Upholstered furniture

Upholstered furniture must not be brought into the University without a risk assessment since it is a combustible material and if the fabric is damaged it will be highly flammable. Furniture can be bulky and heavy and there are manual handling implications with lifting or moving heavy items that will form part of the risk assessment.

Expanding foam

Expanding foam is highly flammable and must not be used. The chemical vapours can expose individuals to isocyanates, which can cause asthma, sensitisation, respiratory problems, skin and eye irritation.

Old or used batteries

These must not be brought into the University buildings.



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.

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

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	<p>Students, staff, visitors, members of the public</p> <p>Tripping over trailing cables, exhibits, belongings, etc.</p> <p>Personal Injury and damage</p>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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
Manual Handling	<p>Students, staff, visitors, members of the public</p> <p>Through moving, pushing, pulling, handling, lifting, transporting, putting down, picking up any load</p> <p>Sprains/Strains, musculoskeletal injuries Pushing/pulling equipment trolleys</p>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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

	Equipment falling which causes personal injury	<ul style="list-style-type: none"> Personal Protective Equipment (PPE) provided as required 	
Contact with Exhibit	<p>Students, staff, visitors, members of the public</p> <p>Exhibit falling, dislodged, making contact through preparation, set up, the exhibition or dismantling which causes personal injury, harm or damage</p>	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Safety briefing given to students by Module Leaders on planning exhibits, the exhibition and dismantling.
Access/Egress into University Premises	<p>Students, staff, visitors, members of the public</p> <p>Exhibit being large, bulky or heavy. Brought in using incorrect route (main entrance) which causes damage, injury or harm</p>	<ul style="list-style-type: none"> 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 	
Noise	<p>Students, staff, visitors, members of the public</p> <p>Hearing damage when exposed to poorly controlled noise levels on equipment/headphones</p>	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Instruction given to students and documented

		<ul style="list-style-type: none"> • Appropriate PPE issued/used where the risk cannot be controlled by other means 	
Electricity	<p>Students, staff, visitors, members of the public</p> <p>Electric shock if electrical connections are damaged or become exposed to liquids</p> <p>Overloading of sockets increasing risk of fire and heat</p> <p>Combustible items located close to the heat source which may ignite</p>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Instruction in use of equipment to be carried out • Inspections and audits to be carried out by Risk & Safety
Fire	<p>Students, staff, visitors, members of the public</p> <p>Blocked vents on electrical items causing overheating</p> <p>Electrical overloading igniting combustible materials</p> <p>Daisy chaining (plugging extension leads into extension leads) causing</p>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Inspections and audits to be carried out by Risk & Safety

	<p>overloading of electrical circuits</p> <p>Combustible items close to heat sources for periods of time causing ignition</p>	<ul style="list-style-type: none"> • 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 	
Lighting	<p>Students, staff, visitors, members of the public</p> <p>Limited visibility (bright, dark) which may cause personal injury</p> <p>Combustible items being placed close to warm lighting causing injury, damage or harm</p>	<ul style="list-style-type: none"> • 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) 	<ul style="list-style-type: none"> • Torches/illumination available where lighting is limited • Bright lighting to be assessed and prevented/removed where needed
Visitors and members of the public	<p>Students, staff, visitors, members of the public</p> <p>Personal Injury through violence and aggression</p> <p>Lack of supervision causing injury, damage or harm</p> <p>Contact with exhibit causing injury, damage or harm</p>	<ul style="list-style-type: none"> • 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 	
Working at Heights	<p>Students, staff, visitors, members of the public</p>	<ul style="list-style-type: none"> • Health and safety induction carried out with students and documented 	<ul style="list-style-type: none"> • Instruction in use of equipment to be carried out,

	<p>Fall from height resulting in personal injury</p> <p>Insecure exhibit falling onto bystander, resulting in injury, damage or harm</p>	<ul style="list-style-type: none"> • Departmental inductions carried out and documented • Students monitored and supervised throughout their course • Reporting procedure in place to raise concerns 	<p>Steps/Stepladders/Platforms and documented</p>
<p>Using basic hand tools/equipment and hanging surfaces</p>	<p>Students, staff, visitors, members of the public</p> <p>Accidents with slips/incorrect use of tools/equipment resulting in injuries</p>	<ul style="list-style-type: none"> • Health and safety induction carried out with students and documented • Departmental inductions carried out and documented • Students monitored and supervised throughout their course 	<ul style="list-style-type: none"> • Instruction in use of tools/equipment to be carried out or member of staff to carry out the activity

Appendix F

Leeds Arts University Student Ethical Approval Form* - Research involving human participation (including surveys)

Type of Project (<i>delete as necessary</i>)	STAFF	POSTGRADUATE	UNDERGRADUATE	FURTHER EDUCATION
Title of Project:				
Name of Student(s):				
Date:				

(Note: N/A = not applicable)

	<i>Mark with X in box</i>	YES	NO	N/A
1	Will you describe the main approaches to participants in advance, so that they are informed about what to expect?			
2	Will you tell your participants that their participation is voluntary?			
3	Will you obtain written consent for participation?			
4	If the research is observational, will you ask participants for their consent to being observed?			
5	Will you tell participants that they may withdraw from the research at any time and for any reason?			
6	With questionnaires, will you give participants the option of omitting questions they do not want to answer?			
7	Will you tell participants that their data will be treated with full confidentiality and that, if published, it will not be identifiable as theirs?			
8	Will you debrief participants at the end of their participation (i.e. give them a brief explanation of the study)?			
9	With interviews, will you tell your participants that you wish to record the interview, and that they may decline to have their interview recorded?			
10	With research that requires audio or video recordings, will you tell your participants that their permission will be sought to play any excerpts in the course of presentations given?			

If you have marked No to any of Q1-10, please give an explanation in Box A overleaf.

	<i>Mark with X in box</i>	YES	NO	N/A
11	Will your project involve deliberately misleading participants in any way?			
12	Is there any realistic risk of any participants or yourself experiencing either physical or psychological distress or discomfort?			

If you have marked Yes to Q11 or 12 please complete Box B overleaf.

	<i>Mark with X in box</i>	YES	NO	N/A
13	Does your project involve work with animals?			
14	Do participants fall into any of the following special groups? Please refer to BPS guidelines. You should ensure that you have DBS (Disclosure and Barring Service) clearance.	School children (under 18 years of age)		
		People with learning or communication difficulties		
		Patients		
		People in custody		
		People engaged in illegal activities (e.g. drug-taking)		
	Individuals or group who might be considered to hold extreme religious or political beliefs			

If you have marked Yes to Q13 or 14 please complete Box B overleaf.

There is an obligation on the tutor to bring to the attention of the Leeds Arts University Ethics Sub-Committee any issues with ethical implications not clearly covered by the above checklist. PLEASE MARK EITHER BOX A OR BOX B BELOW AND PROVIDE THE DETAILS REQUIRED IN SUPPORT OF YOUR APPLICATION. THEN PRINT OFF AND SIGN THE FORM.

Mark with X

A. I consider that this project has no significant ethical implications to be brought before the Leeds Arts University Ethics Sub-Committee	
Give a brief description of participants and procedure (methods, tests used etc.) (max. 150 words)	

OR

Mark with X

B. I consider that this project may have ethical implications that should be brought before the Leeds Arts University Ethics Sub-Committee, and/or it will be carried out with children or other vulnerable populations.	
<p>Please provide all the further information listed below in a separate attachment.</p> <ol style="list-style-type: none"> 1. Title of project 2. Purpose of project and its academic rationale 3. Brief description of methods and measurements 4. Participants: recruitment methods, number, age, sex, exclusion/inclusion criteria 5. How you will obtain informed consent and provide debriefing 6. A clear and concise statement of the ethical considerations raised by the project and how you intend to deal with them 7. Estimated start date and duration of project 8. What you will tell participants to do if they should experience any problems 9. Who participants can contact for help 	

I have read and am familiar with Leeds Arts University Ethics Policy <http://portal.leeds-art.ac.uk/node/4096> and (if appropriate) have discussed it with the other staff, students and researchers involved in the project. I understand that images and personal information cannot be disclosed without consent from the individual concerned (see section 6 of Ethics Policy).

Signed:.....	Print Name:.....	Date:
<i>(UG student or PG student researcher, if applicable)</i>		
Signed:.....	Print Name:.....	Date:
<i>(Tutor)</i>		

For those projects that are considered by the Ethics Sub- Committee
STATEMENT OF ETHICAL APPROVAL

This project has been considered using agreed Leeds Arts University Institutional procedures and is now approved.

Signed:.....

Print Name:.....

Date:

(Chair, Research Ethics Sub-Committee)

Notes on completing the form

THIS FORM IS TO BE COMPLETED ELECTRONICALLY AND MUST NOT BE MORE THAN TWO SIDES OF A4.

Research involving participants is hence defined broadly to include research that:

- (i) Directly involves people in the research activities, through their physical participation (e.g. interviews, questionnaires, surveys, observational research, social media) and may mean the active or passive involvement of a person;
- (ii) Indirectly involves people in the research activities, through their provision of or access to personal data and/or tissue;
- (iii) Involves people on behalf of others (e.g. parents/legal guardians of children and the psychologically and/or physically impaired, and supervisors of people under controlled environments [e.g. prisoners, pupils]).

Some people participating in research may be more particularly vulnerable to harm than others. Particularly vulnerable groups include:

- (i) Infants and children under the age of eighteen;
- (ii) People with physiological and/or psychological impairments and/or learning difficulties.
- (iii) People dependent on the protection or under the control or influence of others (e.g. children, pupils, people in care, young offenders, prisoners, employees/fellow staff, students);
- (iv) Relatives of sick people (e.g. parents of sick children);
- (v) People who may have only a basic or elementary knowledge of the English language.

Sensitive personal data consist of information as to:

- (i) The racial or ethnic origin of the participant
- (ii) Their political opinions
- (iii) Their religious beliefs or other beliefs of a similar nature
- (iv) Whether they are a member of a trade union (within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992)
- (v) Their physical or mental health or condition
- (vi) Their sexual life
- (vii) The commission or alleged commission by them of any offence
- (viii) Any proceedings for any offence committed or alleged to have been committed by them, the disposal of such proceedings or the sentence of any court in such proceedings.

After participating in the research, participants must be debriefed in a positive manner regardless of how successfully you think they have completed the task.

Leeds Arts University STAFF/STUDENTS MUST READ THE ETHICS POLICY.

This document can be found at:

<http://portal.leeds-art.ac.uk/node/4096>

Guidance on producing Participant Information Sheets

Participant Information Sheets should be designed to assist participants to make informed choices. Potential recruits need to be given sufficient information to allow them to decide whether or not they want to take part and, should they take part, it should be made clear that they are free to withdraw at any time. Researchers should take the steps necessary to ensure that all participants in the research understand the process in which they are to be engaged, including why their participation is necessary, how it will be used and how and to whom it will be reported.

Below is a recommended structure and information to include in a participant information sheet. Your information sheet should be no more than two sides of A4 and should include all of the following headings:

Research Project Title

Is the title self-explanatory? If not, a simplified title should be included.

Invitation paragraph

This should explain that the participant is being asked to take part in a research project. The following is a suitable example:

‘You are being invited to take part in a research project. Before you decide, it is important for you to understand why the research is being done and what it will involve. Please take time to read the following information carefully and discuss it with others if you wish. Ask me/us if there is anything that is not clear or if you would like more information. Take time to decide whether or not you wish to take part. Thank you for reading this.’

What is the purpose of the project?

The background and aim of the project should be given here. Also mention the project’s duration.

Why have I been chosen?

You should explain how the participant was chosen and how many other participants will be studied.

Do I have to take part?

You should explain that taking part in the research is entirely voluntary and that refusal to participate will involve no penalty or loss of benefits to which the participant is otherwise entitled, and the participant may discontinue participation at any time without penalty or loss of benefits, to which the participant is otherwise entitled. You could use the following paragraph:

‘It is up to you to decide whether or not to take part. Refusal to take part will involve no penalty or loss of benefits to which you are otherwise entitled. If you do decide to take part you will be given this information sheet to keep (and be asked to sign a consent form). If you decide to take part you are still free to withdraw at any time, without penalty or loss of benefits, and without giving a reason.’

What will happen to me if I take part?

You should say how long the participant will be involved in the research, how long the research will last (if this is different), how often they will need to participate and for how long each time. You should set out simply the research methods you intend to use.

What do I have to do?

State if there are any lifestyle restrictions as a result of participating.

What are the possible disadvantages and risks of taking part?

Any reasonably foreseeable discomforts, disadvantages and risks need to be stated. Any unexpected discomforts, disadvantages and risks to participants, which arise during the research, should be brought immediately to their attention.

What are the possible benefits of taking part?

Any benefits to the participants that can reasonably be expected should be stated. However, where there is no intended benefit to the participant from taking part in the project this should be stated clearly. It is important not to exaggerate the possible benefits to the particular participant during the course of the project. This could be seen as coercive. Depending on the particular proposed project the following sentence might be useful:

‘Whilst there are no immediate benefits for those people participating in the project, it is hoped that this work will ...’

What happens if the study has to be terminated?

If this is the case the reason(s) should be explained to the participant.

Will my taking part in this project be kept confidential?

You will need to obtain the participant’s permission to allow restricted access to information collected about them in the course of the project. You should explain that all information collected about them will be kept strictly confidential. You are responsible for ensuring that when collecting or using data, you are not contravening the legal or regulatory requirements in any part of the UK. A suggested form of words is:

‘All data which is collected about you during the course of the research will be kept strictly confidential. Any data about you that is disseminated will be anonymised so that you cannot be identified by it.’

What happens immediately after data collection?

You should tell your participants that they will be debriefed immediately after data collection, providing them with any further information that they might need in order to complete their understanding of the research.

What will happen to the results of the research project?

You should be able to tell the participants what will happen to the results of the research. Where can they obtain a copy of the results? You might add that they will not be identified in any report. Depending on the nature of your proposed project, you may need to include a statement indicating that the data collected during the course of the project might be used for additional or subsequent research.

Who has reviewed the project?

You should tell your participants that the project has been reviewed by the Leeds Arts University Ethics Sub-Committee, overseen by the Research Committee.

Contact for further information

You should give the participant your contact information (name, address and telephone number) and that of your supervisor (if applicable).

Remember to thank the participants taking part in the project!

The Participant Information Sheet should state that the participant will be given a copy of the Participant Information Sheet and, if appropriate, a signed Participant Consent Form to keep.