**Newcastle University - Risk Assessment for Student and Staff Exhibitions.**

Students and staff set-up exhibitions and host other events within the department of Fine Art this risk assessment will assess the risks and hazards associated with this. This risk assessment does not cover off-site work. Setting-up exhibitions may involve the use of tools, step ladders and may involve electrical items and toxic materials. At times, students may be working un-supervised.

There are local rules laid out in the Code of Conduct (link) for various rooms and spaces in the Fine Art Department the key health and safety points have been summarised in section 4 of this document.

A member of staff will take responsibility for all activities and will fill in this risk assessment. They will be known as Lead Staff.

A responsible person can be nominated to check the safety of events in place of the Lead Staff.

Name of Event Location of exhibition

Date of install Date of Exhibition Date of de-install

Name of member of staff responsible for students (lead staff)-

Name of other responsible person-

For all events open to the public or after normal working hours a trained fire warden and first aider must be present. The university security can be named as first aiders but you need to contact and arrange with them before the event- security.control@newcastle.ac.uk

Fire warden: First aider:

|  | **Hazards** | **Risks****(Who might be harmed & how?)** | **Controls** |
| --- | --- | --- | --- |
|  | Installing exhibition | Lifting heavy items causing injury to students. | * Lead staff will take responsibility for evaluating if any art works are too heavy or awkward to be moved by students. If in doubt they should ask a technician.
* If there are any items that are too heavy or awkward to comfortably move, a technician should be asked to supervise the moving of the objects. A separate risk assessment may need to be written.
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| Working at Heights- use of step ladders dangerous to student. | * Only stepladders owned by the Fine Art department that have an in-date inspection can be used.
* All students need an induction in using step ladders. This can be done by a technician.
* Any work that can not be reached by step ladder, must not be undertaken by a student. The advice of a technician should be sought.
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| Slips, Trips and Falls | * The working area and all walkways must be kept clear of obstacles and objects that can cause trips, slips or falls. These may be, power leads, tools, artwoks etc.
* Lead staff will ensure that the work area and walkways are clear.
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| Use of tools causing injury. | * The lead member of staff is responsible for ascertaining what type of work students are undertaking and whether any activity is especially hazardous and requires an additional risk assessment. They are responsible for communicating this to the students.
* All electrical power tools must have an in-date PAT test before use.
* Correct PPE must be worn.
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| Use of chemicals/toxic materials causing risk to health of students and others in the space. | * Lead member of staff is responsible for ascertaining if students are using hazardous substances and materials.
* A separate COSH assessment will need to be done for any hazardous substances/ materials.
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| Lone working- students having injury no one is aware of. | * The lead staff member is responsible for communicating to students the dangers of working alone and will ensure that students have a timetable for installing the exhibition.
* Students should be made aware of emergency contacts (see below).
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| Blocking fire exits causing risk to occupants of the building. | * Lead staff member is responsible for ensuring none of the fire escapes are blocked during install or during the exhibition and communicating this to the students.
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| Unsafe working environment causing injury through slips and falls etc. | * Lead member of staff is responsible for ensuring the working environment is safe, that students follow safe working practises and for communicating this to the students.
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|  | During Event-Must be safe for students and staff working in the department and also for visitors. | FireStaff, exhibitors or visitors could suffer serious or fatal injuries from burns or smoke inhalation | * All University buildings have a fire risk assessment. Building are provided with adequate means of escape, firefighting equipment and fire detection.
* Exhibitors will be told what action to take in the event of fire.
* A briefing will be provided at the beginning of the event which will include telling participants what to do and where to go in the event of a fire alarm activation.
* Delegates or exhibitors are asked to notify any disability in advance so that a personal emergency evacuation plan (PEEP) can be created for them.
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| Electrical items causing fire or electrocution. | * All electrical items must have an in date PAT test.
* The exhibition must be checked by the lead member of staff or another responsible person to ensure there are no dangerous electrical items.
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| Sharp objects causing injury to body and eyes. | * The exhibition must be checked by the lead member of staff or another responsible person to ensure there are no dangerous sharp objects.
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| Fire risk from exhibits in the exhibition | * The exhibition must be checked by the lead member of staff or another responsible person to ensure there are no fire risks e.g. candles etc.
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| Slips trips and falls | * The exhibition must be checked by the lead member of staff or another responsible person to ensure there are no tripping hazards.
* Good housekeeping- the areas where the event and exhibition will be ran will be tidy, in good repair and free of obstructions.
* No trailing cables or obstructions in walkways. Any cable will be secured to the floor using adhesive tape or cable protectors.
* Participants will be reminded to store coats and bags appropriately to keep walkways clear.
* Good lighting is provided at the venue.
* Steps and changes in level are highlighted.
* Any spillages will be cleaned up promptly.
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| Failure to protect children.Risk of sexual or physical injury to young persons who attend exhibition or events. | * The University will comply with [Policy for the Safeguarding of Under 18’s and Vulnerable Adults](http://www.ncl.ac.uk/students/wellbeing/about/policies.htm).
* Participants will all be over 16 years old or if less than 16 will be accompanied by their parents or other responsible adult.
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|  | De-install | Similar to installation  | Lead member of staff will ensure that the de-install is conducted in an orderly manner and will communicate this to the students. All control measures from installation apply. |
|  | Local arrangements for rooms and spaces. | Atrium Space | * There is limited capacity for this space. Maximum of (30 people, waiting for Kev Bell to confirm).
* This area is NOT a making space. It may be used for occasional exhibition use only.
* Drilling or changing the material fabric of the building is strictly forbidden! Work must be installed on the movable walls only.
* There must be a clear route at all times from both the stairs and lift to the main entrance doors.
* Combustible materials should be kept to a minimum. Paper and cloth must be treated with a liquid fire retardant, as the Atrium is a designated fire escape/evacuation route!
* Any event opening within the space must be approved by the Head of Fine Art. Generally, serving alcohol will not be allowed.
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| Fishbowl | * The Fishbowl is a designated fire escape/evacuation route!
* The Fishbowl can only be used purely as an AV exhibition space and may only be used between the hours 5pm-9pm. It is a main entrance and exit to Lecture Theatre and is in constant use by Fine Art and other departments within the university.
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| Long Gallery | * This is amain designated fire escape/evacuation route! A thoroughfare of a minimum of 1500mm wide must be maintained the length of the gallery for DDA purposes.
* The area between the fire exit doors from the Hatton Gallery and the entrance to the stairwell must be kept clear of all obstructions and not used as an exhibition space.
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| Art Cafe |  |
| Main Foyer |  |

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| Additional Controls (is there anything you need to plan for?) | Who | Target Date | Completion Date |
|  | [Insert Name] | Click or tap to enter a date. | Click or tap to enter a date. |
| Emergency procedures |
| Security 208 6666First aid Hunt Group- 208 8561 |

Signature of Responsible Person (Double click on the signature box below)

