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

Students set-up exhibitions within the department of Fine Art and also off-site in various locations. This will involve the use of tools, step ladders and may involve electrical items and toxic materials. At times students will be working un-supervised. A member of staff will take responsibility for the activities and will fill in this risk assessment. They will be known as Lead Staff

Location of exhibition

Date of install Date of Exhibition Date of de-install

Member of staff responsible for students (lead staff)-

If the exhibition is off-site in a building run by another institution, have they been asked for local health and safety arrangements including fire evacuation, first aider, asbestos and access? YES/NO

Summary of local arrangements-

|  | **Hazards** | **Risks**  **(Who might be harmed & how?)** | **Controls** |
| --- | --- | --- | --- |
|  | Installing exhibition | Lifting heavy items causing injury to students. | Lifting heavy items-   * 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. |
| Working at Heights- use of step ladders dangerous to student. | * Only stepladders that have an in-date inspection should be used. * All students need an induction in using step ladders. * Any work that can not be reached by step ladder must not be undertaken. The advice of a technician should be sought. |
| 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. |
| 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. |
| 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). |
| 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. |
| 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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|  | Unsafe exhibition open to public and audience. | 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. |
| 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. |
| 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. |
| 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. |
|  | De-install | Similar to installation | Lead member of staff will ensure that the de-install is conducted in a orderly manner and will communicate this to the students. All control measures from installation apply. |

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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 6666  First aid Hunt Group- 208 8561 | | | |

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

