

<b>RISK ASSESMENT: The physical studio space</b>		<b>Tutor:</b>		
<b>Hazard</b>	<b>Potential Harm</b>	<b>People at Risk</b>	<b>Control Measures</b>	
Hazardous substances. Contact with solvents, paints, flammable liquids and other cleaning chemicals. Toxic, corrosive, irritant and flammable liquids	Damage to eyes, nose, skin and mouth. Irritation/dermatitis/ eye damage from direct contact with cleaning chemicals.	Tutors and staff	Tutors to advise on material uses in their induction talk. Be aware of 'Control of Substances Hazardous to Health Regs/policy' and procedures implemented in. Substances held in lockable metal cabinet when not in use. Students shown how to use hazardous substances safely. Doors / Windows to be opened to improve ventilation. No paint down sinks.	
Use of sharp objects e.g. scissors, blades, sewing machines.	Cuts, slicing fingers, trapping fingers	Tutors and staff	Students advised on material uses in their induction talk.	
Hot water caused by thermostat	Burns and scalds	Tutors and staff	Students advised on hot water usage in their induction talk. Notice displayed warning about hot water.	
Fire in the building	If trapped, tutors and staff could suffer fatal injuries from smoke inhalation/burns or death.	Tutors and staff	Students advised on fire evacuation procedures in their induction talk.	
Electrical hazards Faulty electrics, water and electrics e.g. kettle near sinks, overfilling kettles so they sit in water, hairdryers, heater for life drawing, fans, computers etc.	Possible electrical shocks or burns, threat of fire and risk to life.	Tutors and staff	Students advised to not overfill kettles. Look for and report to manager any defective plugs, discoloured sockets, damaged cable and on/off switches, and take any defective equipment out of use. Kettles placed in areas where they won't come into contact with water. Non-essential equipment unplugged when not in use. Extension leads fully extended when in use. Dont overload sockets with old cube adaptors. Be aware of where the fuse box is and how to safely turn the electricity off in an emergency.	
Slips Trips Falls in studio and stairs inside.	Injury trips slips and falls e.g. fractures, bruising, cuts.	Tutors and staff	Students advised of hazards at start of courses. Good housekeeping in the studio, keeping areas tidy, with any spillages cleaned up immediately. Keep work areas clear, eg no boxes or objects to be left in walkways, easel legs to be clear of walkways. All areas well lit, including stairs. No trailing leads or cables. Avoid using outside steps. Warning given of slippery when wet on outside steps and to be careful. Avoid carrying large items up these steps. Accidents to be recorded in accident book and copy to be reported to the management of the site.	