

Artist:
Studio Address:

**Cheshire Open Studios Annual
Building and Site Safety Risk
Assessment**

Department: Building and Site Maintenance
Persons considered: Participants and Visitors
Areas / Rooms assessed: Visitor route from gate, around studio & exit
Carried out by: Self assessment by participating artists
Date of Assessment: DD/MM/YYYY (please complete)

Potential Hazards	Control Measures	Are Controls In place?
1. MANAGEMENT ISSUES <i>Incompetence Unsafe practices Inadequate support</i>	<u>TRAINING</u> <ul style="list-style-type: none"> Health and safety included in the induction of participants Artists to have public liability insurance of a minimum of £2m please attach photocopy of certificate (if not already supplied) 	Yes / No
	<u>WELFARE/ACCIDENTS</u> <ul style="list-style-type: none"> Hot and cold water and hand cleaning materials available Personal Protective Equipment (goggles, masks, etc) provided and worn if entering high risk area. i.e if machinery techniques being demonstrated. Access to first aid provision and supplies in case of emergency All accidents to be reported in the accident forms and a copy to be forwarded to Midge (Project Coordinator). 	Yes / No
2. ENVIRONMENT AND SERVICES <i>Gas Leaks Fire Slipping and tripping</i>	<u>FIRE / EVACUATION</u> <ul style="list-style-type: none"> Make a fire risk assessment Plan evacuation procedures & display notices as necessary All emergency exits unlocked whilst rooms in use Smoke detectors tested 	Yes / No
	<u>SERVICES</u> <ul style="list-style-type: none"> Electrical sockets checked and any cracked casing replaced Gas appliances in use to be annually serviced 	Yes / No
	<u>ENVIRONMENT</u> <ul style="list-style-type: none"> Dud light bulbs and fluorescent tubes replaced Loose or exposed wiring secured / covered 	Yes / No
3. SUBSTANCES <i>Burns, fire, skin irritants, inhalation, incompatible materials</i>	<u>SUBSTANCES</u> <ul style="list-style-type: none"> All hazardous substances stored (chemicals related to your work as well as toilet bleach etc) and used only in accordance with manufacture's recommendations. <p>Appropriate personal protective wear worn when handling and using hazardous substances. Visitors to be kept well away or to be provided with protective wear.</p>	Yes / No

4. BUILDING AND SITE ISSUES <i>Electrocution, Tripping Impacts, Projectiles Fire, Cuts</i>	<u>CAR PARK, GATES AND FENCING</u> <ul style="list-style-type: none"> • Neighbours to be informed if extra cars parking may affect them • Pathways / walkways / entrances to studio checked for tripping hazards etc. 	Yes / No
	<u>GLAZING, DOORS, CORRIDORS AND FLOORS</u> <ul style="list-style-type: none"> • Glazing below shoulder height in high risk areas and glazing below waist level in windows and doors should be made from suitable safety glazing or blocked off eg with a coffee table or wedged open against a wall. • Floors to be kept clear and clean and loose tiles / carpets repaired. • For wheelchair access it is recommended that the unobstructed opening width of exterior doors is 800mm wide and an internal door is 750mm. Door widths less than this may prove difficult to access. 	Yes / No
	<u>MACHINERY AND EQUIPMENT (GENERAL)</u> <ul style="list-style-type: none"> • No equipment to be used without guards being secure and in the correct position ie lathes, heated tools etc • All portable electrical equipment to have been tested by a competent person; ie lamps, radio etc (or remove from the room during open studio) e.g. PAT tested • Visual checks to power tools, hand tools, etc by user before use. • Sharp equipment stored & used in a safe manner 	Yes / No
	<u>STAIRS AND STAIRWELLS</u> <ul style="list-style-type: none"> • Stairs checked. Any loose edging or strips to be repaired or replaced. Suitable notices displayed if unsafe • No rubbish or combustible material to be stored under or near stairwells • Handrails checked to ensure that they are secure • Be aware that some less able visitors may find steps difficult 	Yes / No
	<u>VISITOR INFORMATION</u> <ul style="list-style-type: none"> • Areas not to be entered by the public clearly labelled – private • Welcome sign with visitor guidance at entrance (COS to provide for you to adapt and display – see website). • When greeting visitors make them aware of any relevant safety information e.g. fire exits, potential hazards etc 	Yes / No

