

## School of Art: Risk Assessment

This proposal form needs to be completed by the student prior to preparing space and installing work, it must be used for;

- Any exhibition, within or outside the building
- Any activity in any of the public spaces within the building, these spaces include the Gallery, concourse, IPS, stairwells, staircases, courtyard, corridors, lift and toilet areas.
- Any activity in public spaces outside of the building
- Prior to the use of any material or of any activity within studio spaces that could in any way cause harm or injury (inc. anything with hazard symbols)
- Any activity that includes the use of electrical equipment or working at heights.

A risk assessment on your proposed activity must be carried out by an appropriately trained member of staff (if possible your tutor) with you on the following pages of this form prior to any activity taking place. **If in doubt, ask.**

When the assessment has been carried out, you will have to abide by any control methods and recommendations.

Student Name	Madeleine Washbrook	Tutor	Mona Casey	
Course	MA Fine Art	level	FT September	
Location of exhibition	-	Date	Installation to start 22/04/2023	Proposal submitted 20/04/2023

**Details regarding the installation of the work:** include information such as, do you need to use ladders or scaffold tower, will you need to use power tools or electrical equipment, will you use any potentially hazardous materials **etc...**

Transporting a 5ft effigy to the site, installing the effigy on a stake, use of fire to set the effigy on fire.

The only hazardous material used will be fire.

A stake will be hammered into the ground.

**Details regarding the work, and its safety for access /viewing by other students/staff /public:** include information about use of electrical equipment, sharp or hazardous elements or materials **etc...**

This work will not be around people, except for myself, transport and the owners of the private land.

The fire is the primary hazardous material for the transport of the straw by the wind and the quickness the effigy will light up,

**Details regarding take down / removal of work:** include information regarding use of ladders or scaffold, how you will dispose of large quantities of materials and anything with specialist disposal requirement **etc...**

**The fire will be put out from a fire extinguisher immediately once filming ceases or the fire escalates. The effigy will be removed in bin bags and disposed off**

**Please be aware you are responsible for the take down of any exhibition/assessment and the removal from site of materials you have brought in.**

## Health and Safety Risk Assessment

<b>Assessment Ref:</b>		<b>Location</b>	Belper Lane	<b>Activity</b>	Burning an effigy made of straw, coconut matting and fabric, while filming it	
<b>Date of 1<sup>st</sup> Assessment</b>		<b>Risk Assessor(s)</b> (Worker Representative)				
<b>Scope of Assessment e.g. details of process or activity, what the assessment will include</b>						
Transporting, hammering stake in ground, placing and securing a straw sculpture, setting the sculpture on fire, filming the process.						
<b>Record of Reviews</b>			<b>Likelihood and Severity Ratings and Guidance</b>			
<b>Date Review Completed</b>	<b>Reason for Review</b>	<b>Risk Assessor</b>	<b>Severity Rating (SR)</b>		<b>Likelihood Rating (LR)</b>	
			1	None	1	Highly Unlikely
			2	Minor Injury or illness	2	Unlikely
			3	Over 7 Day Injury or illness	3	Possible
			4	Major Injury or illness	4	Likely
			5	Fatal	5	Highly Likely

Risk Evaluation Matrix						
P x S = Risk		Severity (Outcome)				
		1	2	3	4	5
Probability (Likelihood)	5	5 Mod	10 Mod	15 Sig	20 High	25 High
	4	4 Low	8 Mod	12 Sig	16 high	20 High
	3	3 Low	6 Mod	9 Mod	12 Sig	15 Sig
	2	2 Low	4 Low	6 Mod	8 Mod	10 Mod
	1	1 Low	2 Low	3 Low	4 Low	5 Mod

<b>High</b> 16 - 25	<b>High Risk - Unacceptable</b> Control measures must be introduced to reduce the degree of risk prior to the activity/ process proceeding.
<b>Significant</b> 12 - 15	<b>Significant Risk – Priority Action Required</b> Immediate review of controls must be undertaken, interim controls may be necessary in order for activity/process to continue.
<b>Moderate</b> 5 - 10	<b>Moderate Risk - Tolerable</b> Activity/process can continue, but additional controls may need to be introduced to further reduce the risk prior to start of task
<b>Low</b> 1 - 4	<b>Low Risk - Acceptable</b> Risk is being adequately controlled; but further control measures may further reduce the risk.

# Health and Safety Risk Assessment

Hazard	Who Might Be Harmed	Existing Control Measures (if any)	Initial Risk Rating			Additional Control Measures (if required)	Final Risk Rating		
			SR	LR	Risk Level		SR	LR	Risk Level
<b>Example:</b> Trailing cables	<input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Student <input checked="" type="checkbox"/> Contractor <input checked="" type="checkbox"/> Visitor	Cables taped down. Warning signs in place. Weekly visual inspection.	4	3	12	Reorganise room so cables do not trail. Monitor use of additional, unnecessary equipment. Daily visual inspection.	4	1	4
Fire	<input type="checkbox"/> Staff <input checked="" type="checkbox"/> Student <input type="checkbox"/> Contractors <input type="checkbox"/> Visitor		4	4	16	Keep at least 10ft from fire at all times, use fire extinguisher as soon as fire shows signs of spreading. Limit people in vicinity.	4	3	9
Burning self while setting the fire	<input type="checkbox"/> Staff <input checked="" type="checkbox"/> Student <input type="checkbox"/> Contractors <input type="checkbox"/> Visitor		3	3	9	Use an elongated tool to set the fire and then immediately remove self from the effigy to a safe distance of 10-12ft. Run hand under cold tap or take self to emergency services depending on severity.	3	2	6
Risk to others if fire travels in the wind	<input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Contractors <input checked="" type="checkbox"/> Visitor		4	4	16	Limit crowd to necessary persons required for filming, have anyone helping with the filming stand at a safe distance of at least 10ft at all times. Take immediately to emergency services depending on severity.			
Hitting self during installation of the stake in the ground	<input type="checkbox"/> Staff <input checked="" type="checkbox"/> Student <input type="checkbox"/> Contractors <input type="checkbox"/> Visitor	Have hands firming on the mallet and do not steady the stake near the top of the stake.	2	2	4				
Damage to filming equipment	<input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Contractors <input type="checkbox"/> Visitor		4	3	12	Have filming equipment at a distance of 12-15ft away and remove the equipment immediately if the fire spreads. Use my own equipment only.	3	2	6

# Health and Safety Risk Assessment

Hazard	Who Might Be Harmed	Existing Control Measures (if any)	Initial Risk Rating			Additional Control Measures (if required)	Final Risk Rating		
			SR	LR	Risk Level		SR	LR	Risk Level
Strain from transporting effigy	<input type="checkbox"/> Staff <input checked="" type="checkbox"/> Student <input type="checkbox"/> Contractors <input type="checkbox"/> Visitor	Use car to transport effigy from studio to site, two people carry the effigy at all times, take routine breaks.	2	2	4				
Hurt caused from effigy falling (Burns, suffocation)	<input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Contractors <input type="checkbox"/> Visitor		5	3	15	Tie the effigy firmly to the stake at the site with twine and stake the stake through the effigy. Everyone stand firmly away from the effigy at all times once installed.	4	2	8
Spread of fire from weather (wind)	<input type="checkbox"/> Staff <input checked="" type="checkbox"/> Student <input type="checkbox"/> Contractors <input checked="" type="checkbox"/> Visitor		4	4	16	Cease production.  If suddenly windy during filming, cease filming immediately and put out fire.	3	3	9
	<input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Contractors <input type="checkbox"/> Visitor								
	<input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Contractors <input type="checkbox"/> Visitor								
	<input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Contractors <input type="checkbox"/> Visitor								

## Health and Safety Risk Assessment

### Action Plan

Risk or Activity	Additional Controls and Actions required	Action Owner	Target Date	Completion Date
<b>Example</b>	Reorganise room so cables do not trail. Monitor use of additional, unnecessary equipment. Daily visual inspection.	Department Manager	4 weeks	
Burns	Stand a safe distance of 10-15ft from fire at all times. Take self or others to emergency services immediately depending on severity.	Madeleine Washbrook	22/04/2023	
Fire spreading	Use fire extinguisher immediately if the fire shows any signs of stopping and put out the fire once filming ceases.	Madeleine Washbrook	22/04/2023	
Effigy falling	Install firmly to the ground and to the stake, stand a safe distance immediately after installation. Limit number of people near the effigy while installing.	Madeleine Washbrook	22/04/2023	
Risk to others	Limit people on site, keep safe distance once work is installed. Put fire out with a fire extinguisher if showing any signs of spreading.	Madeleine Washbrook	22/04/2023	

### Covid-19 Working Safely Declaration

**This assessment must be signed by the Faculty Dean, Director, or Senior Manager responsible for this authorised activity; to confirm that it cannot be performed remotely and that all necessary control measures to minimise the risk of spread of infection have been implemented and are effectively monitored.**

<b>Name</b>		<b>Position/Job Title</b>	
<b>Date</b>		<b>Review Date</b>	