

School of Art: Proposal for Exhibition (to be completed by student)

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	G.20/F.08	Date	25/04/2023	Proposal submitted

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...**

Planning to:

1. Suspension of a 6-kilogram latex sculpture from a wire, upright, with a slit at the bottom so the audience can approach and interact with it.
2. Mannequin wearing a latex suit, made up of three separate cylindrical sculptures
3. Projection of film
4. Installation of drawings (Hammer and Nails)

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...**

Some sculptures are made of latex, which could cause an allergic reaction even when dry.

The film presents contains imagery of blood, fire, violence, and partial nudity (SFX)

There will be electrical equipment from the AV room (as stated above)

There will be sculptures installed which tower over the audience (5ft-8ft)

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...**

I will be keeping my work and do not wish for it to be disposed of.

I will use my own hammer and nails.

I will borrow the AV equipment from the AV room and return it once the assessment show ends.

A technician will need to remove the suspended wire safely.

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

Assessment Ref:		Location		Activity	
Date of 1 st Assessment			Risk Assessor(s) (Worker Representative)		
Scope of Assessment e.g. details of process or activity, what the assessment will include					
Record of Reviews			Likelihood and Severity Ratings and Guidance		
Date Review Completed	Reason for Review	Risk Assessor	Severity Rating (SR)		Likelihood Rating (LR)
			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

High 16 - 25	High Risk - Unacceptable Control measures must be introduced to reduce the degree of risk prior to the activity/ process proceeding.
Significant 12 - 15	Significant Risk – Priority Action Required Immediate review of controls must be undertaken, interim controls may be necessary in order for activity/process to continue.
Moderate 5 - 10	Moderate Risk - Tolerable Activity/process can continue, but additional controls may need to be introduced to further reduce the risk prior to start of task
Low 1 - 4	Low Risk - Acceptable 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
Example: 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
Allergies related to latex	<input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Contractors <input checked="" type="checkbox"/> Visitor	Signs and warnings about material for visitors before entering room (if viewed by public), material is only handled and installed by those without allergies.	3	2	6				
AV Equipment Cables	<input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Contractors <input checked="" type="checkbox"/> Visitor	Cover the full cable with covers in place with the most foot traffic, tape wires if necessary	4	2	8				
AV Equipment Overheating	<input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Student <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Visitor	Only turn on for assessment, leave instructions for turning on. Do not place media player above projector. Turn off projector at end of assessment/end of the day to cool down. Unplug at end of day.	3	3	9				
Strain from transporting sculpture and AV Equipment	<input type="checkbox"/> Staff <input checked="" type="checkbox"/> Student <input type="checkbox"/> Contractors <input type="checkbox"/> Visitor	Use trolleys, lift and door assistance	2	2	4				
Strain from installing work	<input type="checkbox"/> Staff <input checked="" type="checkbox"/> Student <input type="checkbox"/> Contractors <input type="checkbox"/> Visitor	Take routine breaks	2	2	4				

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
Falling from Ladder	<input type="checkbox"/> Staff <input checked="" type="checkbox"/> Student <input type="checkbox"/> Contractors <input type="checkbox"/> Visitor	Do not go up a ladder without assistance.	4	2	8				
Tripping over sculptures	<input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Contractors <input checked="" type="checkbox"/> Visitor	Place in an area where movement is not required or with enough space to walk around. Do not leave sculptures in walkways.	3	2	6				
Suffocation or trapped under weight from latex sculpture falling	<input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Student <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Visitor	Routine daily checks, technician installs the suspension wire.	5	2	10				
	<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
Example	Reorganise room so cables do not trail. Monitor use of additional, unnecessary equipment. Daily visual inspection.	Department Manager	4 weeks	
Latex	Only handled by non-allergic individuals Sign not needed as visitors will not be entering	Madeleine Washbrook	25/04/2023	
AV Equipment	Daily visual checks, turn on at start of day and end of day. Allow to cool down.	Madeleine Washbrook	25/04/2023	
Trip hazards	Use cable covers for all wires. Place in space which allows for walk space	Madeleine Washbrook	25/04/2023	
Hurt from suspended work	Daily visual checks, installed by technician.	Madeleine Washbrook	25/04/2023	

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.

Name		Position/Job Title	
Date		Review Date	