

## 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 completed for any exhibition, within or outside the building, which is part of your course.

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.

**MA Fine Art, MA Contemporary Arts China, MA Art & Design: IP, Course: Date of submission: Thursday 27<sup>th</sup> July. Time: 15.00**  
Please submit via this [LINK](#)

Student Name	Madeleine Washbrook	Tutor	Mona Casey	
Course	MA Fine Art	level	MA	
Location of exhibition	F.02/G.20/Basement	Date	Installation to start 07.08.23	Proposal submitted 23.07.2023

**Rooms: B21/22/23, Foyer, G.20, G.05 (this space is mainly for AEP students), F.02, F.03, S.09.**

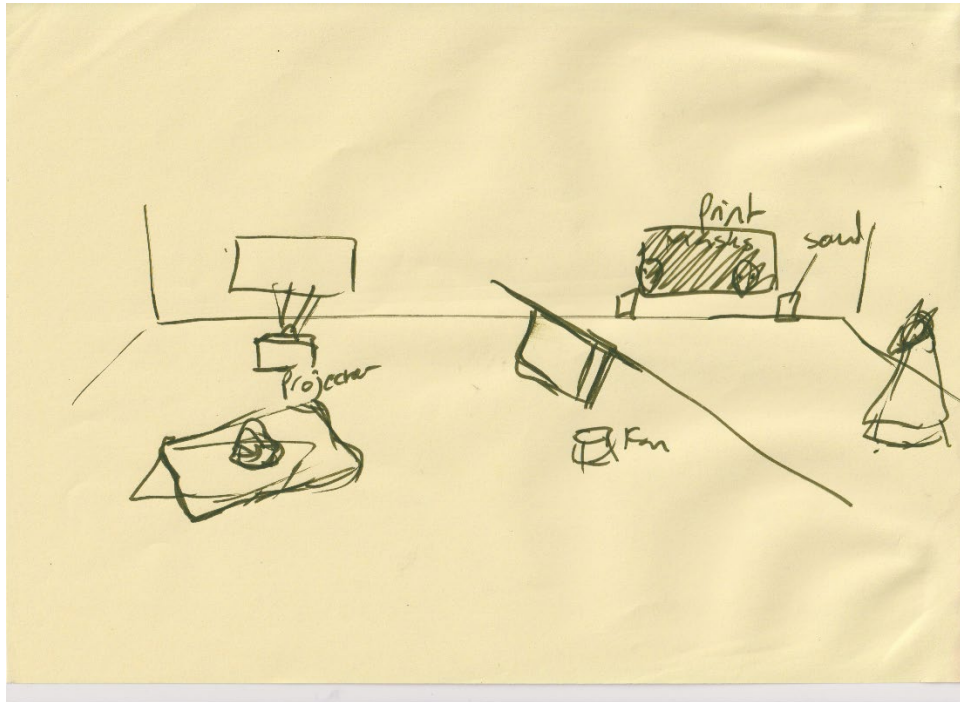
### Details regarding the proposal for space

**Space needed:** Medium light space (Dim but light, not in direct sunlight)

**AV:** Projection/s and audio work, possibly using a fan to make suspended work move

### Work requirements:

1. 210 cm x 160 cm flat sculptures made of latex, canvas and glitter, stretched on a wall
2. 2m x 2m straw sculpture
3. Projection of film/s onto wall and latex on mylar
4. Potentially displaying my performance costumes or parts of the costumes on mannequin/straw effigy/wall/floor



**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...**

Potential installation of a suspension line by a technician

Hammer and nails

Use of latex within sculpture

Av equipment

**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...**

Latex

The flapping of the sculpture

Excess flock particles?

Av equipment wires

Trip hazards of work on the floor

**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...**

**Taking down all work and keeping**

**Use of ladders to take down**

**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.**

ASSESSMENT No:

**HEALTH & SAFETY**

**HIGHEST RISK  
LEVEL**

## RISK ASSESSMENT

Activity:	Exhibition install	Assessor:		Date:		
		Location:				
Scope of assessment: <i>(E.g. description of process using machine, details of field trip abroad or arrangements for an event)</i>						
Risk Assessment Review: <i>(Periodic, following any changes or accident/ incident)</i>		<b>SEVERITY AND PROBABILITY RATINGS</b>				
Reason for Review	Date and Signature	SEVERITY RATING (SR) (OUTCOME)		PROBABILITY RATING (PR) (LIKELIHOOD)		
		SR	DESCRIPTION GUIDANCE	PR	DESCRIPTION GUIDANCE	
		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	
<b>RISK LEVEL MATRIX</b>						
Risk Level = Probability x Severity		SEVERITY (OUTCOME)				
		1	2	3	4	5
PROBABILITY (LIKELIHOOD)	5	Low 5	Med 10	High 15	High 20	High 25
	4	Low 4	Med 8	Med 12	High 16	High 20
	3	Low 3	Med 6	Med 9	Med 12	High 15
	2	Low 2	Low 4	Med 6	Med 8	Med 10
	1	Low 1	Low 2	Low 3	Low 4	Low 5
		<b>High 13-25</b>				
		<b>Medium 6-12</b>				
		<b>Low 1-5</b>				
		<b>High Risk</b> Control measures must be introduced to reduce the degree of risk prior to the activity/ process proceeding.				
		<b>Medium Risk</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 Risk</b> Risk is being adequately controlled; but further control measures may further reduce the risk.				

## HEALTH & SAFETY RISK ASSESSMENT

Hazard	Persons at Risk	Existing Control Measures (if any)	Initial Risk Rating			Additional Control Measures (if required) <i>Transfer onto Action Plan Sheet 1</i>	Final Risk Rating		
			S R	P R	Risk Level		S R	P R	Risk Level
<b>Example:</b> <b>Slips, trips and falls</b> Smooth surfaces and tripping hazards around the site with the potential to cause persons to fall over injuring themselves with multiple injuries.	<b>Example:</b> <input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Students	<b>Example:</b> <ul style="list-style-type: none"> <li>Cleaning regime in place.</li> <li>Correct safe substance used for surfaces.</li> <li>Signage available.</li> <li>Cleaners have received training.</li> </ul>	3	2	6	<b>Example:</b> <ul style="list-style-type: none"> <li>Introduce hazard reporting system and ensure that staff are aware of policy.</li> <li>Undertake specific risk assessment on snow and ice.</li> <li>Remove all trailing cables in admin office.</li> <li>Annual staff briefings instructing staff to take steps promptly to manage any hazard adequately.</li> </ul>	3	1	3
Slipping, tripping, falling, and disruption during Live performance	<input type="checkbox"/> Employees <input checked="" type="checkbox"/> Visitors <input type="checkbox"/> Contractors <input checked="" type="checkbox"/> Students	1. Signage available to clearly indicate when a live performance is occurring. 2. Performance must be rehearsed to control risks. 3. Clear space for safety during performance 4. The performer takes any responsibility for what happens during the performance	2	2	4				0

Hazard	Persons at Risk	Existing Control Measures (if any)	Initial Risk Rating			Additional Control Measures (if required) <i>Transfer onto Action Plan Sheet 1</i>	Final Risk Rating		
			S R	P R	Risk Level		S R	P R	Risk Level
Latex	<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Students	Clear signage at each entry point to warn visitors with latex allergies of the material	3	2	6				0
Ladders	<input checked="" type="checkbox"/> Employees <input type="checkbox"/> Visitors <input type="checkbox"/> Contractors <input checked="" type="checkbox"/> Students	Make sure to maintain 3 points of contact with the ladder. Always have a person holding the ladder for safety	3	2	6				0
Hammering nails	<input type="checkbox"/> Employees <input type="checkbox"/> Visitors <input type="checkbox"/> Contractors <input checked="" type="checkbox"/> Students	Keep fingers away from nail and hammer	2	2	4				0
Trip hazard of work on the floor	<input type="checkbox"/> Employees <input checked="" type="checkbox"/> Visitors <input type="checkbox"/> Contractors <input type="checkbox"/> Students	Assess the space available around the sculpture Place in an open space for visitors to easily navigate around	4	2	8	Add black and yellow warning tape if deemed necessary			0

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			S R	P R	Risk Level		S R	P R	Risk Level
AV equipment overheating	<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Students	Turn off the AV Equipment at the end of the day to cool down Do not obscure the equipment to cause more heat	3	2	6				
Fire hazard of projector	<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Students	Place the projector at a safe distance away from any objects	4	3	12	Spray any flammable material with fire retardant			
Harm and suffocation from sculpture from a fan	<input type="checkbox"/> Employees <input checked="" type="checkbox"/> Visitors <input type="checkbox"/> Contractors <input type="checkbox"/> Students	Place sculpture in an open space Signage available. Low powered fan	4	3	12				
Straw in combination with the projector	<input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Visitors <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Students	Daily visual checks	4	4	16	Install the projector at the top of the wall to gain distance away from sculpture Monitor the movement of straw	4	2	8

### Action Plan Sheet 1

Ref No.	Risk or Activity	Additional Controls and Actions required	Action Owner	Target Date	Completion Date
1.	Fire Hazard	The projector in the space with flat, possibly flammable sculptures needs to be assessed and resolved	Madeleine Washbrook	24/07/2023	

2.	Straw	Daily Visual checks Install the projector at the top of the wall Monitor the movement of straw	Madeleine Washbrook	24/07/2023	
3.	Suffocation from sculptures	Use a low powered fan. Signage available.	Madeleine Washbrook	31/07/2023	
4.	Trip Hazards	Work placed on floor in an open space. Signage available if necessary	Madeleine Washbrook	24/07/2023	
				24/07/2023	