

## Health, Safety and Environmental Risk Assessment

<b>1. RISK ASSESSMENT NO:</b> Stage 1 and 2 Degree Show Exhibition_2015	<b>2. DEPARTMENT:</b> Architecture	<b>3. DATE:</b> 27.05.2015
<b>4. WORK ACTIVITY/WORK PROCESS:</b> <ul style="list-style-type: none"> <li>• Fabrication of exhibition plinths</li> <li>• work to be installed on wall surfaces</li> </ul> Start - 28 <sup>th</sup> May 2015 Finish - 26 <sup>th</sup> June 2015	<b>5. SPECIFIC LOCATION OF TASK: Grace &amp; Clarke Fyfe Gallery/Bourdon Building</b> Mackintosh School of Architecture/Glasgow School of Art 167 Renfrew Street, Glasgow, G3 6RQ	
<b>6. HAZARDS AND ASSOCIATED RISKS:</b> <ol style="list-style-type: none"> <li>a. working at height</li> <li>b. accident/injury associated with the use of tools</li> <li>c. risks associated with the exhibits and the exhibition environment</li> <li>d. risks associated with demounting the content of the exhibition</li> <li>e. risks associated with access of the exhibition</li> </ol>		
<b>7. AT RISK: (persons, environment, plant, equipment etc.)</b> <ol style="list-style-type: none"> <li>a, b, c, e. students are at higher risk</li> <li>d. visitors are at higher risk</li> </ol>		
<b>8. EXISTING CONTROL MEASURES:(To correspond with hazard / risks identified in section 6)</b> <ol style="list-style-type: none"> <li>a. The proposed exhibition requires some work to be installed at height on wall surface. The requirement for working at height will be minimised. Where required it will be consolidated and undertaken in discrete periods. Equipment (ladders, platforms etc) will be selected on the basis that is appropriate to the proposed task. Only GSA safety checked equipment to be used. Work at height only to be conducted by inducted personnel. Work at height always to be undertaken by an appropriate number of people for the task but never less than two.</li> <li>b. Exhibition plinths are required for the display of models and 3-dimensional objects. These require a bespoke fabrication for the exhibition and require a similar skill and complexity related to an everyday DIY task. Where possible the fabrication these plinths take place in the GSA workshops under the supervision of the appropriate technicians. All work to be undertaken by individuals that have completed the relevant workshop inductions. Any final installation within gallery will utilise GSA safety checked equipment under appropriate supervision.</li> <li>c. The exhibition has been planned under the principle that risks are identified early and where possible have been 'designed out' of the exhibition.                      All participants in the installation of the exhibition to be familiarised with Health and Safety Considerations for Exhibitions document provided by GSA. Particular emphasis to be given on the maintenance of safe routes, orderliness and avoidance of tripping hazards within the gallery space and the basement studio. The location of first aid kit and first aiders working on site prior to the commencement of works is to be given. The set up of any electronic equipment will be supervised by appropriate staff</li> <li>d. The demounting of the content of the exhibition will be undertaken by a small team of students and staff. All 2D work from the walls, physical models and books on display to be conveyed to an agreed storage space within the Bourdon Building.                      Any work at height, the use of tools, as well as general health and safety measures as described in the GSA Health and Safety Considerations for Exhibitions guidance notes are to be carried out in accordance with the same principles as described in a, b, and c.</li> <li>e. The exhibition environment has to allow for safe access for visitors at all times during the public opening hours. A member of staff/student to monitor the continued stability of all installation items before opening, during lunch, and again after closing time. Loose or faulty items are to be removed, repaired, or reinstalled in accordance with the principles as described in a, b, c, and d. Fire escape routes will be clearly signed as agreed with HS officer. Rooms adjacent to the exhibitions, will be locked.</li> </ol>		

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<b>9. LINKED REFERENCES OR ASSESSMENTS:</b>					
GSA Health and Safety Considerations for Exhibitions guidance notes HSE Five Steps to Risk Assessment – <a href="http://www.hse.gov.uk/pubns/indg163.pdf">www.hse.gov.uk/pubns/indg163.pdf</a>					
<b>10. OVERALL CATEGORY OF RISK:</b> <i>(*Delete as appropriate)</i>	<b>*HIGH</b> (Unacceptable)	<b>*MEDIUM</b> (Tolerable)	<b>*LOW</b> (Acceptable)		
<b>11. ADDITIONAL CONTROL MEASURES REQUIRED:</b> <i>(To include COSHH, Manual Handling, Noise etc if appropriate)</i>	<table style="width: 100%; border: none;"> <tr> <td style="width: 80%; border: none;"><b>Sign when Complete</b></td> <td style="width: 20%; border: none;"><b>Date</b></td> </tr> </table>			<b>Sign when Complete</b>	<b>Date</b>
<b>Sign when Complete</b>	<b>Date</b>				
<b>12. ASSESSOR'S NAME:</b>  Tilo Einert  Graeme Robertson	<table style="width: 100%; border: none;"> <tr> <td style="width: 70%; border: none;"><b>Signature :</b></td> <td style="width: 30%; border: none;"><b>Date:</b></td> </tr> </table>			<b>Signature :</b>	<b>Date:</b>
<b>Signature :</b>	<b>Date:</b>				
<b>13. LINE MANAGER:</b>	<b>Name &amp; Contact Number:</b>  Prof. Christopher Platt 0141 353 4651				
<b>14. ASSESSMENT COMMUNICATED TO STAFF/STUDENTS:</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 70%; border: none;"><b>Signature:</b></td> <td style="width: 30%; border: none;"><b>Date:</b></td> </tr> </table>			<b>Signature:</b>	<b>Date:</b>
<b>Signature:</b>	<b>Date:</b>				

# RISK ANALYSIS MATRIX

LIKELIHOOD INDEX	
No.	Index Description
5	Highly Probable
4	Probable
3	Possible
2	Unlikely
1	Highly Unlikely

**USE EITHER SEVERITY OR ENVIROMENTAL INDEX FOR HAZARDS BUT NOT BOTH**

SEVERITY INDEX		ENVIROMENTAL INDEX	
No.	Index Description for Effects on People	Index Description for Environmental affects	No.
5	Death	Major Consequence	5
4	Major Injury	High Consequence	4
3	Unfit for Normal Duties for More Than 3 Days	Moderate Consequence	3
2	Unfit for Normal Duties for Less Than 3 Days	Limited Consequence	2
1	Minor Injury	Minimal Consequence	1

OVERALL RISK INDEX (Based on Likelihood X Severity)						
		SEVERITY INDEX				
		1	2	3	4	5
LIKELIHOOD INDEX	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5

<b>HIGH</b>	<p><b>High Risk <u>Unacceptable</u></b></p> <p>Immediate additional control measures must be introduced to reduce the degree of risk prior to the activity or process proceeding</p>	<b>MEDIUM</b>	<p><b>Medium Risk Tolerable</b></p> <p>The activity or process can continue, but additional controls may need to be introduced to further reduce risk</p>	<b>LOW</b>	<p><b>Low Risk -Acceptable</b></p> <p>Risk is being adequately controlled; no further control measures are required</p>
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