

The Glasgow School of Art

GSA Student Safety Guidelines

February 2019

Policy Control

Title	GSA Student Safety Guidelines
Date Approved	February 2019
Approving Bodies	Occupational Health and Safety Committee
Implementation Date	February 2019
Supersedes	GSA Student Safety Guidelines (2016)
Supporting Policy	GSA Student Discipline Procedure
Review Date	January 2020
Author	Ms. Amy Simpson, Assistant Health and Safety Adviser
Date of Impact Assessment	18 th January 2019
Benchmarking	Code of Student Conduct – Glasgow University Health and safety guidelines – Edinburgh University Student Code of Conduct – Bellersby College

GSA Student Safety Guidelines

Practical Safety Tips to Ensure Students Safety on GSA Campus



Do



- Plan ahead to manage your time efficiently and take regular breaks to avoid tiredness
- Familiarise yourself with the fire evacuation plans for all buildings you visit
- Keep exit routes (including stairs and corridors) free of obstructions
- Use equipment safely/in accordance with safety instructions. Some equipment may require an induction
- Avoid overloading electrical sockets/extensions by following GSA's Guide to Safe Use of Electrical Extension Systems
- Report any accident, incident or near miss immediately to your tutor or technical staff in the area
- Ensure all chemicals, including any aerosols, are stored in flammable cabinets provided and are labelled correctly. If you decant liquids into alternative containers do so safely and ensure they are properly labelled
- Wear appropriate clothing and footwear for both the activity and location and ensure long hair is tied back when using machinery
- If required, wear the appropriate personal protective equipment provided
- Take care when using craft knives or scalpels: cut away from yourself and use cutting boards on a flat, steady surface
- Respect kitchen and welfare facilities provided ensuring they are kept clean and hygienic
- Leave work areas tidy; do not let rubbish build up as it could present a fire or tripping hazard
- On leaving, please ensure:
 - All electrical equipment and appliances are switched off
 - Tools and materials are returned to storage
 - All items of value/personal belongings are not left unattended and taken with you
 - Any hot equipment used is cool
- Ask the tutor or technician for advice or assistance if you are unsure of anything or have any general Health and Safety concerns
- Refer to any relevant GSA Health and Safety information/documentation, available on GSA's website

Don't



- Deface or remove any items provided in the interest of Health and Safety – including signage, fire extinguishers, electrical or gas appliances etc – it is a criminal offence
- Wedge doors open - they are designed to stop the spread of fire and smoke to other parts of the building
- Bring in any chemicals (in any form, including any gas canisters or cylinders) into GSA without first discussing them, their planned use, storage and disposal with tutors or technical staff.
- Spray aerosols indoors (paints or adhesives) at any time, unless in a designated spray booth
- Store paint, white spirit, or any other flammable materials on top of heaters or ducts
- Bring in personal equipment or other appliances without specific permission
- Work in studios alone after normal hours
- Wear head/earphones whilst operating machinery
- Bring devices with open heating elements (toasters, heaters etc.) into GSA buildings
- Work at height without selecting the right equipment and avoid using items like chairs or tables
- Eat or drink in any workshops
- Leave craft knives or scalpels without covers, or dispose of incorrectly
- Lift heavy/awkward items on your own or without lifting aids
- Bring children on to site unless within the circumstances detailed in the Children on School Premises Guidance
- Use live animals in artwork without following the specific rules governing their use
- Consume alcohol on site other than in the bar area, or during authorised events
- Smoke or vape inside or near any building. All GSA properties are designated as completely non-smoking this includes e-cigarettes

Failure to follow these Student Safety Guidelines and related detailed GSA Occupational Health and Safety procedures could result in action being taken against the student(s) concerned under the GSA Student Discipline Procedure