



SAFETY STATEMENT BACKWATER ARTIST GROUP

Title	Safety Statement and Risk Assessment
Address	Wandesford Quay, Cork City.
Category	Professional Artists Studio Facilities
Company Manager	Elaine Coakley
Company No	203784
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Introduction

Three organisations effectively share the Wandesford Quay complex. Below is an outline of the management structures and backgrounds of the three organisations.

Wandesford Quay

In 1999 the Wandesford Quay complex was purchased by Cork City Council specifically to house two key Arts Organizations: Cork Printmakers and Backwater Artists Group, along with a third commercial gallery space (currently The Lavit Gallery). In 2000 the Wandesford Quay CLG Company was formed by Cork City Council to administrate the management of the Wandesford Quay complex. Wandesford Quay CLG comprises a Board of nine people. Three Cork City Council representatives; three nominated by Cork Printmakers and three nominated by Backwater Artists Group. The current Board of Directors of Wandesford Quay CLG are listed below.

Org	Name	Status
Wandesford Quay CLG	Dan Boyle	Chair / Board Member
Wandesford Quay CLG	Elaine Coakley	Company Secretary / Board Member
Wandesford Quay CLG	Peter McMorris	Board Member
Wandesford Quay CLG	Dominic Fee	Board Member
Wandesford Quay CLG	Maeve Lynch	Board Member
Wandesford Quay CLG	Angie Shanahan	Board Member
Wandesford Quay CLG	Helen Farrell	Board Member
Wandesford Quay CLG	Nuala Stewart	Board Member
Wandesford Quay CLG	Deirdre Forde	Board Member

Wandesford Quay CLG	Alan Kirby	Employee/Caretaker

Backwater Artist Group.

Backwater Artists Group provides a stable and supportive environment for artists, for the production of visual art and for the establishment of a professional art practice.

Backwater currently supports 76 artists through our studios, our darkroom and our network. Artists work in many different disciplines including painting, sculpture, printmaking, ceramics, metalwork, photography, mixed-media installation and new media through studio and/or darkroom provision.

Our facilities include 28 high quality studio spaces, a darkroom, a digital suite and an exhibition/project space and a woodwork area. We ensure that artists have access to excellent working conditions, equipment and facilities relevant to artist needs, and we facilitate in house and off site exhibition opportunities, and provide opportunities for artists to grow, learn and develop.

Backwater Artists Network provides opportunities for artists working outside of the studio complex, to connect and partake in exhibition and professional development opportunities.

Through an ambitious outreach programme, we facilitate active networks of exchange across the city and engage with individuals and communities to share artistic practice and give insights into how and why artists make work. The Board of Backwater Artists Group are listed below:

Board Membership

Org	Name	Status
BAG	Sean Hanrahan	Chair/ Board Member
BAG	Padraig Spillane	Company Secretary/ Board Member
BAG	Cassandra Eustace	Board Member
BAG	Laura Edgerton	Board Member
BAG	Orla O’Byrne	Board Member

BAG	Dermot Harrington	Board Member
BAG	Fiona Kelly	Board Member

Staff

Studio Director	Elaine Coakley
Studio Manager	Elize de Beer
Darkroom Administrator/Technical Assistant	Sean Daly
Health and Safety Committee	Fiona Kelly, Lynn Marie Dennehy, Stephen Doyle.

Cork Print Makers

Cork Printmakers offers artists a creative environment in which to make prints. Cork Printmakers fine art printmaking studio is one of the leading Print Studios in Ireland, providing the space, facilities and equipment necessary to create art work through the medium of printmaking. We offer facilities in intaglio, screen-printing, lithography, letterpress, relief and digital printing.

Our purpose is to support and promote the creation and development of new work. We aim to address the technical and aesthetic concerns of artists working through print and we promote the highest standards of practice.

We facilitate professional development for artists and encourage collaborative work, through a range of dynamic programmes, projects and awards. In addition, we build an awareness, interest and appreciation of printmaking by developing and implementing high quality, highly accessible education programmes and event for members of the public. Cork Printmakers receives funding from the Arts Council under the Regularly Funded Organisations Annual Revenue Stream. Cork Printmakers currently facilitates 110 artist members, a number which has grown significantly in recent years. It has 4 employees, 1 full time and 3 part time.

The Lavit Gallery

The Lavit was originally set up, in 1963, by a group of artists wanting to promote an interest in art. Currently, the gallery shows the work of over 400 artists, introducing many new artists to Cork audiences. Cork’s longest established commercial gallery, it is a non-profit organisation which is dedicated to promoting the work of local and national artists.

As well as showing the work of national and international artists, the gallery promotes emerging artists through its annual Student of the Year award, as well as its Annual Members Exhibition, which shows the work of established, emerging, professional and amateur artists

through its open submission. The Lavit Gallery employs three staff members and are managed by a Board of Directors.

Purpose

The fundamental aim of the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (General Application) Regulations 2007 is the prevention of accidents and ill health at work. The legislation which applies to all employers, employees and the **self-employed** sets out the general 'duty of care' for each of these parties. BAG is required to demonstrate compliance with the Act, the associated Regulations and Codes of practice.

The purpose of this safety statement is to outline the BAG approach towards the management of safety and to communicate the importance of Artist co-operation and managerial systems, to ensure a successful implementation. The safety statement must be made available and communicated to all employees/artists if requested.

The development of a site-specific safety statement is the identification of hazards and the assessment of associated risks. Putting arrangements in place for the management of safety, health and welfare of managers, employees, artists and visitors alike.

Scope

This safety statement applies to all the Management, Employees, Artist/Members of BAG, along with members of the public, visitors and contractors. The safety statement covers identified activities undertaken, including those by external contractors. The unique nature of working studios, requires clear systems where self-employed persons utilise both private studio spaces and communal work spaces. This safety statement has been developed with consideration for this unique aspect. All though the facility is in itself a workplace, the makers/artists/members within it are self-employed or sole traders. Self-employment comes with the responsibilities and legal obligations of employers as they are employing themselves to a certain extent. Our intention in setting out our statement and accompanying policies, is one of facilitation, guidance and provision of facilities that support artists and makers in a professional manner, with self-responsibility and professionalism in return from all of our members.

Definitions

Accident: An accident can be described as an unplanned event or action that results in undesired consequences, e.g., personal injury or ill health, damage to the environment, damage or loss of property, equipment and materials.

AED: An automated external defibrillator (AED) automatically diagnoses a life-threatening cardiac arrest in a person and is able to treat them through defibrillation.

Competent Person: A person is deemed to be a competent person, having training, experience, knowledge, qualifications relating to a task he/she is required to perform, for the purposes of paragraph (a) of the framework of qualifications referred to in the Qualifications (Education and Training) Act 1999

Control Measures: Actions or systems that can be implemented to reduce the potential of exposure to the hazard

Dangerous Occurrence: An occurrence arising from work activities “in a place of work”.

Employer: An organisation/person that employs under a contract and includes a person under whose direction and control an employee works.

Artist/Member: Any person actively participating as an Artist/Member under licence agreement within the designated studio spaces. Self-employed, sole trader acting independently while adhering to the conditions set out within the Backwater agreements.

Hazard: A hazard is a situation with the potential for harm in terms of human injury or ill health, damage to property, damage to the environment.

Incident: An incident is the sequence of events that produces that accident. All accidents are incidents. The definition of an incident is wider in that it also includes dangerous occurrences and near misses

Others: Any person who is not an employee or Artist/member of the organisation e.g., visitors, local authority staff, contractors etc.

PPE: The protective and preventive equipment provided/used for protecting safety health and welfare at the place of work.

Reasonably Practicable: In relation an employer, all due care by putting in place the necessary protective and preventive measures, safety systems, training, having identified the hazards and assessed the risks.

Risk: The outcome of hazardous work activities, by the products created by work activities. The likelihood that a hazard may occur and the consequences of the hazard.

Risk Assessment: Evaluating and rating the risks arising from the identification of hazards. What precautions may be required; what systems will eliminate the risks.

Safety Statement: A policy/policies in writing which outlines the manner in which the safety, health & welfare at work of its employees and others affected by its activities shall be secured and managed.

Safety Representative: A person prepared to assume a role representing a cohort of people/members/workers. A representative can speak on behalf of said cohort, in matters relating to Health and Safety.

Duty of Care: In tort law, a duty of care is a legal obligation that is imposed on an individual, requiring adherence to a standard of reasonable care while performing any acts that could foreseeably harm others.

Self Employed: in general, you are a self-employed sole trader if you: run your own business and are responsible for its successes and failures, have several customers, regularly sell goods or services to make a profit, are paid for the service you provide, decide how, when and where you work.

Acts and Regulations: regulations are subordinate legislation that are found associated with most of the Acts. Acts contain a section at the end that provides general regulations regarding the application of the Act in different situations. Regulations provide a lot more detail about a statute or Act. Regulations comply with the conditions set out under the Act. They are consistent with the purpose and intent of the principal Act. Regulations are based upon the Act, and they make it easier for people to follow an Act.

Document Control

Document control: BAG management shall hold the master copy of the Safety Statement. It shall be provided to any employees or artist/members if requested.

Document Approval: The safety statement should be based on agreement by relevant persons that it is reasonable, achievable, appropriate.

Safety Statement Revision: The Safety Statement will be reviewed on a yearly basis and will be changed as names of responsible persons change, as risk changes, or as changes in legislation occur. When an update to a safety statement is made, it shall be updated as V03, V04, dated and signed.

Backwater Artist Group Health and Safety Statement

Safety Statement

This Safety Statement has been introduced to comply with the requirements of Section 20 of the Safety, Health and Welfare at Work Act 2005, and enacts a policy of fairness and due consideration in every aspect of its operations. It recognizes the Employment Equality Act 1998 and prohibits discrimination in the workplace on the following grounds:

Gender, Sexual orientation, Religion, Age, Disability, Race/color/nationality/ethnic origins, Membership of the travelling community and other ethnic groups.

To ensure that our work is performed in a safe manner, we shall identify potential hazards associated with our operations and shall provide safe systems, training for personnel, guidance for artist/members in these risks and in their associated control measures.

It is the policy of BAG to take all practical steps to provide and maintain safe systems and conditions of work and that the activities of the company should not endanger employees, artists/members, contractors, members of the public or environment, nor put the organisation at risk.

This document presents the Safety Policy of Backwater Artists , Wandesford Quay, Cork and specifies the means provided to achieve that policy. It is the responsibility of BAG in line with its policy to ensure compliance with all legal requirements, relating to the safety, health and welfare at work of all employees, members whether in Backwater's premises or carrying out work for Backwater elsewhere. It is the responsibility of BAG in line with its policy to ensure compliance with all legal requirements, relating to the safety, health and welfare of all visitors to the studio.

Our objective is to provide a safe and healthy working environment for all employees / members/ visitors and to meet our duties to members of the public who might be affected by our operations. The success of our safety policy depends on your cooperation. Therefore, it is important that you read this document carefully and fully understand the overall arrangements including your role, for health and safety in Backwater.

A wide variety of working methods are used in our studios, facilities maintenance and work that consists of a multitude of different tasks. This policy cannot therefore provide an exhaustive description of safety requirements for every possible variable used, either in terms of selection or detail. The policies covered in this document have thus been selected under general applications and best practice in general work activity. BAG ask for co-operation to ensure our objectives are met and our studio spaces continue to operate successfully and safely looking forward for both current and future users.

This statement will be reviewed when the need arises. Employees / members are encouraged to put forward suggestions for improvement / updating of this statement. Finally, the employees / members/visitors must recognise that they too have responsibility to observe safe working practices, and we expect full cooperation in achieving our aims in this regard.

Backwater Artist Group Management

Safety management structures and responsibilities

Section 80(1) and 80(2) of the Safety, Health and Welfare at Work Act, 2005 deals with the personal liability of senior managers. This may include the management board and other persons who control the operations of an organisation.

In brief, **Section 80 of the 2005 Act** covers the need for directors and manager to be proactive in this respect.

However, it is not just management but also the employees and artist/members that have a responsibility to contribute to the provision of a safe work place.

Company Manager or General Manager

The company/general manager has the overall responsibility and accountability for health and safety in the organisation of the facility. Specifically responsible for:

- The review of health and safety policy at annual intervals unless there is a significant change in the meantime.
- Leading by example in complying with the requirements of this safety statement and all other health and safety requirements
- Keeping abreast of the status of health and safety implementation through attendance at management meetings and reviews of any incident investigations or hazard reports if they arise.
- Demonstrating a commitment by taking active steps in the interest of the health, safety and welfare of all employees and others
- Conducting an annual management review of this safety statement and authorise any required corrections
- Holding employees and contractors accountable for competent and safe task performance

- The effective organising, planning and implementation of the resources necessary to meet legislative requirements.
- The provision of adequate funds and resources along with access to technical support as necessary to allow designated persons with responsibility for health and safety.
- Facilitate the development of safety systems and general facilities improvements.

Board of Directors

Directors are responsible for facilitating and co-ordinating the resources required to fulfil the Safety Statement policies.

These duties can include:

- Leadership by participating where relevant in health and safety issues and complying with health and safety requirements.
- Conducting incident investigation for significant injury and damage incidents and ensuring that follow up corrective actions are implemented if they arise.
- When required, providing sufficient resources to accomplish Health and Safety objectives.
- Ensuring employees have undertaken appropriate or required health and safety training.
- Ensuring that all tasks are conducted in a manner consistent with the operating procedures and/or risk assessments.

Employees, Interns

In accordance with the requirements of Sections 13 and 14 of the Safety, Health and Welfare at Work Act 2005, employees have the following responsibilities: Note that as Artist/Members are self-employed / sole traders, the term employee refers payroll/permanent/part-time staff.

- Request the provision of sufficient resources to accomplish health and safety objectives.
- Take reasonable care of their own safety, health and welfare and that of others.
- Ensure they are not under the influence of an intoxicant.
- Co-operate with their “employer” or any other person as appropriate with regard to their own safety, health and welfare.
- Attend all necessary training available.
- Use safety equipment, clothing or other items for their safety, health and welfare.
- Report to their employer:

- 1 Any work which may endanger the health and safety of themselves or others.
 - 2 Any defect in the place of work, systems of work, articles or substances.
 - 3 Any breach of health and safety legislation of which he or she is aware.
- Participating in emergency rehearsals and reviews.
 - Complying with all operating procedures and/or risk assessments.
 - Use equipment and carry out activities in accordance with any training they have received
 - Report all accidents / dangerous occurrences to the facilities manager.

Artist/Members

In accordance with *the requirements of Sections 13 and 14 of the Safety, Health and Welfare at Work Act 2005*, Artist/Members have the following responsibilities as sole-traders/self-employed. In addition to this, following the safety guidelines set out as part of the licence agreements and studio safety policies.

- To develop suitable risk assessments relating to tasks/activities involving permitted tools and equipment.
- Take reasonable care of their own safety, health and welfare and that of others.
- Ensure they are not under the influence of an intoxicant.
- Use safety equipment, clothing or other items for their safety, health and welfare.
- To be aware of the responsibilities a self-employed person has in relation to SHWW.
- To understand and follow the studio safety policies at all times.

Contractors

In general a Contractor means any employer whose employees carry out construction work and includes both main contractor and sub-contractor. Contractor may also include a self-employed person where such a person supplies materials and labour or labour only. In addition, a body such as a local authority may also be a contractor, if the construction work is carried out directly by employees of that body. **HSA.ie**

As a contractor, you are required to develop a safety statement and work method statements to eliminate or control, so far as is reasonably practicable, all unsafe work practices and behaviours by your employees and sub-contractors.

Submission of a risk assessment/safety statement in advance of commencing any contracted tasks is required. Ongoing contracts can allow for a one-year submission, unless activities/tasks have substantial changes.

Safety Advisor

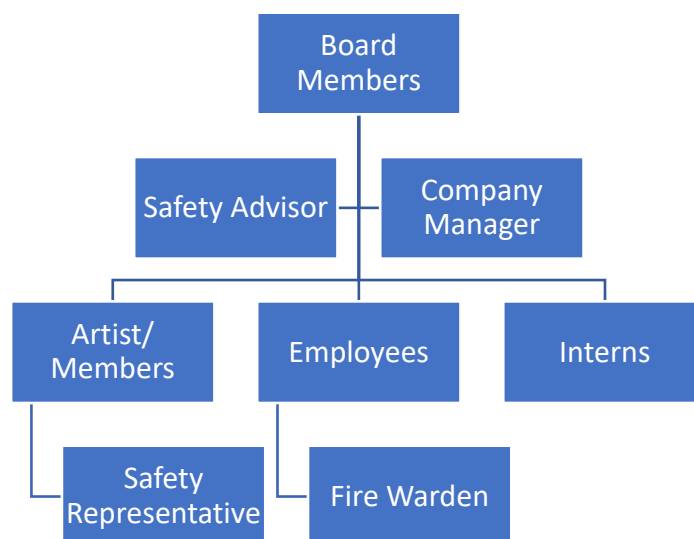
A “Competent Person” appointed in accordance with **Section 18 of the Safety, Health and Welfare at Work Act 2005** to act as advisor to senior management on health and safety. This person shall:

- Provide advice on health and safety issues and how to eliminate or control risks to the client
- Conduct a formal workplace inspections and report on the results to the client
- Ensure that health and safety management systems are achievable and appropriate.
- Assist in developing safety standards for the activities expected within the facility.

Members of the public

Each employee/artist-member/intern shall consider the health and safety of the public who may have access to and around the work areas under our control. To that end, it is essential that employees/artist-members/interns highlight hazards to members of the public as appropriate to the activity being undertaken of which they become aware and ensure that the company management is made aware of instances that may put the public in danger.

Organisational Safety Structure



Management Safety Review

This safety statement will be reviewed on an annual basis or if any significant changes occur (e.g., legislation, procedures, equipment, substances, and technological changes etc. (result of an accident investigation or hazard information) that require an immediate review.

This review will evaluate the performance of the system and indicate areas for improvement.

Following the review, the Safety Statement will be amended as appropriate. The review should be carried out by an external health and safety consultant or internal competent person.

Health and Safety Legislation

The main purposes of a safety statement are to ensure compliance and to communicate how compliance is achieved. It should be easy to understand and consider the operational aspects of the organisation. Many guidance papers and advice are available at the Health and Safety Authority website that cover many codes of practice and workplace categories.

Employee Safety Representative

BAG shall, *under Sections 25 and 26 of the Safety, Health and Welfare at Work Act, 2005*, commit to a policy of co-operation and consultation between management and staff. Health and safety legislation makes provision for the appointment of safety representatives by employees. A safety representative should not be confused with a Safety Advisor. The safety representative is the elected spokesperson for the staff on issues concerning health, safety and welfare. Due to the unique studio format at backwater artist group and with consideration for the dynamic and creative process, essential to a functioning studio facility, the appointment of a safety representative from within the cohort of artist/members is advisable.

Safety Information, Instruction, Training.

BAG is committed to providing appropriate health and safety training, instruction and supervision for employees and facilitating similar opportunities for artist/members in line with health and safety legislative requirements. Employees will receive specific instruction and training related to their role and responsibilities.

Induction training can ensure that hazards of the work place/studios, equipment and substances and what safety precautions and emergency procedures are required. In addition to the required induction, Artist/Members should have suitable training/instruction/information in:

1. the use of permitted power tools.
2. The use of permitted equipment "if deemed necessary".
3. The use of chemical substances
4. The use of electrical extensions/multi plugs/technical apparatus.
5. The use of personal protective equipment.

Fire Safety and Emergencies

Table 0.1 attached, outlines the classification of building type as per the: **Building Regulations 2006 Technical Guidance Document B. Identified use 8, Other non-residential.**

Please refer to fire safety engineer “consultant assessment” and conclusion in the accompanying documentation.

Evacuation Drills

Evacuation drills will take place under the direction of Fire Safety Warden. BAG has trained fire wardens on how to use fire extinguishers. Currently there are fire extinguishers located throughout each floor. A sign-in system is in place to ensure a log is kept at all times of persons within the facility.

Smoke detectors and manually operated fire alarms are located throughout the facility.

The fire safety equipment is regularly inspected and tagged by competent, fire safety experts.

I.S 291.2002 requires the periodic inspection and service of fire safety equipment.

Fire extinguishers are located along exit routes/beside fire exits and are clearly labelled as to the type of fire they can be used for.

Fire Wardens: Elaine Coakley, Alan Kirby, Stephen Doyle, John Kent, Fiona Kelly, Lynn Marie Dennehy

Use	Group	Purpose for which a building or compartment of a building is used
Residential (Dwellings)	1 (a) ⁽¹⁾	Dwelling house with no storey with a floor level which is more than 4.5m above ground level.
	1 (b) ⁽¹⁾	Dwelling house with a storey with a floor which is more than 4.5 m above ground level.
	1 (c)	Flat or maisonette.
Residential (Institutional)	2(a)	Hospital, nursing home, home for old people or for children, school or other similar establishment used as living accommodation or for the treatment, care or maintenance of people suffering from illness or mental or physical disability or handicap, where such people sleep on the premises.
Other Residential	2(b)	Hotel, hostel, guest building, residential college, hall of residence, and any other residential purpose not described above.
Office	3	Premises used for the purpose of administration, clerical work (including writing, book keeping, sorting papers, filing, typing, duplicating, machine calculating, drawing and the editorial preparation of matter for publication, handling money (including banking and building society work), telephone system operation).
Shop	4(a)	Premises used for a retail or wholesale trade or business (including retail sales by auction, self-selection and over-the-counter wholesale trading, the business of lending books or periodicals for gain and the business of a barber or hairdresser) and premises to which the public is invited to deliver or to collect goods in connection with their hire, repair or other treatment, or where they themselves may carry out such repairs or other treatments.
Shopping Centre	4(b)	A building which comprises a number of individually occupied premises to which common access is provided principally for the benefit of shoppers.
Assembly and recreation	5	Place of assembly ⁽²⁾ or recreation, including the following: (i) a theatre, public library, hall or other building of public resort used for social or recreational purposes. (ii) a non-residential school or other educational establishment, (iii) a place of public worship (iv) a public house, restaurant or similar premises used for the sale to members of the public of food or drink for consumption on the premises. (v) a sports pavilion, stadium, grandstand, or other spectator accommodation. (vi) a terminus, station or other facility for air, rail, road or sea travel.
Industrial ⁽³⁾	6	Factories and other premises used for manufacturing, altering, repairing, cleaning, washing, breaking-up, adapting or processing any article, generating power or slaughtering livestock.
Storage ⁽³⁾	7(a)	Place for storage or deposit of goods or materials (other than described under 7(b))
	7(b)	Car parks designed to admit and accommodate only cars.
Other non-residential	8	Any other non-residential purpose not included in any other purpose group

Fire Drills

Emergency evacuation drills for a fire threat shall be conducted twice per year.

One drill will be announced and the other unannounced. For the unannounced drill, you will be informed of an impending drill and will be expected to behave as if the drill were real.

Muster points are located in the external courtyard and displayed on the fire drill map. See Appendices.

We would like everyone beginning work in Backwater to take a few minutes to familiarise themselves with Fire exits at the end of each corridor in the main building and either door in the Sculpture Block. Members should also familiarise themselves with the various types of fire extinguishers in Backwater and the types of fires they are used on. FIRE ASSEMBLY POINT IS LOCATED ON next to the bike shed by the sculpture block.

If fire breaks out:

1. Alert everyone in the building.
2. If the fire is small enough, use the extinguishers.
3. **If not, or if in doubt**, leave the building by the nearest exit. Be sure to activate the alarm by the break-glass unit at either exit. Also shout warnings to others. Ensure everyone is out of the building.
4. Call the Fire Brigade immediately.
5. Do not re-enter the premises until it has been checked by the Fire Brigade.

THE FIRE ALARM IS A CONTINUOUS RINGING BELL When you hear it – leave immediately.

REMEMBER – SMOKING IN BACKWATER IS STRICTLY PROHIBITED.

See [Layout Diagram/Facilities Layout](#)

Health and Safety Policies

The following policies have been adopted from the **Safety Health Welfare at Work Act, General Applications**. All members should use their studio and communal spaces in a manner adhering to all policies outlined below and the safety information supplied to members. The member is responsible for his/ her own health and safety while on the premises and accepts the utmost responsibility for ensuring that the health and safety of fellow members is not put at risk due to any action caused by the adhering to health and safety regulations.

Members should ensure that they deal efficiently with and do not cause any serious health and safety hazards in their studio spaces. Members should assess any dangers posed by the materials they use and the steps needed to control them and store them safely. Metal bins are provided for chemical-soaked rags. Metal storage units are provided for hazardous substances/materials such as turpentine. Members are at all times responsible for recognising any potential safety hazard with the materials they use.

Members must observe the **Health and Safety Regulations** and Fire Precautions posted within the premises. Members should familiarise themselves with the fire escape exits. In the main building these are located at the end of each corridor floor. In the sculpture Block either of the two main doors is safe to exit in an emergency situation should be used.

Backwater Artists Group will do its best to keep the premises in good repair. Members will be financially liable for any damage caused by them or their visitors.

Members should ensure that they do not use communal areas for storage or dumping rubbish. All rubbish must be contained in a black refuse sack and should be removed from site. Smaller amounts of rubbish can be placed in the canteen bin. Backwater will not dispose of large amounts of individual members rubbish and recycling. Excess amounts of rubbish should be removed from site and disposed of.

Noise reduction - Members should be aware of their neighbours and should respect their need for quiet during their work practice. Members should try to resolve these issues between themselves. On occasion this may need the intervention of the grievance committee. Please bring the matter to the attention of the Studio Director if necessary. The complaint will be placed on record and the grievance committee will undertake to deal with the complaint.

There is a first aid kit located in the Sculpture block, Canteen area, Woodwork area and Darkroom. They are for use by all members and should not be tampered with. These will be restocked regularly and should be maintained. First aid stock running low in the kit should be reported to the Backwater office. Members should report any accidents or near misses to the accident report book located in the office.

The canteen is a communal space for use by all. It should be used in line with health and safety policies with respect for the member who will use it afterwards.

Use of in-house machinery should only be undertaken with sufficient knowledge of its use and with permission. Members should approach machinery with the utmost care and responsibility and ensure it is in good working order in advance of use.

Corridor and communal spaces should not be used for storage. These spaces should be left cleared at all times in line with health and safety guidelines. The last member to leave the building at night should ensure that they turn off all lights and close all fire doors.

The security of studio space, fittings and goods is the members own responsibility.

The member shall take every care to ensure that the premises are secure and shall respect the property of others and of Backwater Artists Group. Insurance of artwork and personal property is members own responsibility.

Accident/Incident Reporting Policy

If an employee is unable to perform their normal duties for more than three consecutive, calendar days (after the day of the injury) due to a work related injury, it is a statutory requirement that formal notice is given to the Health & Safety Authority (Safety, Health and Welfare at Work (General Application) Regulations 1993, 58, Part X) on the appropriate form called the **IR1 form** (available on www.hsa.ie). Other reportable accidents include:

Road traffic/ vehicle accidents involving employees and self-employed if connected with work.

General injuries involving members of the public if within the facility

Road traffic/vehicle accidents involving members of the public if connected with work.

On discovering an injured person(s), an accident or an incident:

Only persons with First-Aid training should treat the injured person. If you are not trained, inform a member of staff that is as soon as possible. If the situation is serious contact emergency services first and then inform members of staff as soon as possible while staying with the person.

Statutory reporting on a dangerous occurrence Policy

It is a statutory requirement that formal notice is given to the Health & Safety Authority (Safety, Health and Welfare at Work (General Application) Regulations 1993, Part X) on the appropriate form, called **IR3** form.

Note that all incidents and/or accidents should be documented on an accident/incident report form and kept in the safety file. These forms should be signed by a witness/reporter and the person involved.

Workplace hazard reporting policy

If a potential danger or hazard in the facility is noticed it should be addressed if it is safe to do so.

Regardless if it is addressed or not, it should be reported to the facilities manager.

Workplace Inspection Policy

An external Health and Safety Advisor shall conduct annual inspections of work areas in the premises in order to assess condition.

A workplace/studio safety checklist shall be completed by the facilities manager on a monthly basis. This checklist will be recorded with any corrective actions taken and/or recommendations they may have.

Where the workplace/studio checklist presents a recurring hazard, the Safety Rules and Risk Assessment shall be amended to address the hazard and the corrective actions necessary to control it.

Contractor/Visitor Policy

Any contractors engaged by BAG shall submit in date insurance and a risk assessment/safety statement associated with the tasks being carried out.

Contractors must comply with all the requirements of the **Safety, Health and Welfare at Work Act 2005**.

Prior to commencing any work, all contractors must report to the BAG office.

Contractors will be required to read the company safety statement before commencing any work.

Contractors will provide, and use where appropriate, their own protective equipment. This equipment must be properly maintained. Chairperson or staff will immediately stop any work, which, to them, constitutes a risk to health, safety or welfare.

Contractors are directly responsible for ensuring their workers are qualified for the tasks they perform, and for the behaviour of all their employees.

A strict no-smoking policy is in place in Backwater to which contractors must comply.

All equipment used by the contractor and their employees must be in good and safe condition. They will not be permitted to use equipment on the premises that is deemed unsafe by the supervisor.

All visitors shall sign-in at reception register and sign-out when leaving. Artist/member visitors shall remain under their guidance at all times.

First Aid Policy

BAG will comply with the **Safety, Health and Welfare at Work (General Applications) Regulations 2007, Part 7 Safety Signs and First Aid, Chapter 2 "First-Aid and Amendment Regulations 2007.**

Suitably marked and easily accessible first aid kit shall be located at both main studio locations. They are to be clearly identifiable and easily accessible. No items other than those specified will be stored in the kits.

Any First-Aid administered will be recorded and kept in the safety file.

First Aiders have the responsibility for checking first-aid kits are in-date and in good order.

Manual Handling Policy

In accordance with **Chapter 4 of Part 2: Manual Handling of Loads. Guide to the Safety, Health and Welfare at Work. (General Application) Regulations 2007** Mechanical equipment will be used to reduce the level of manual handling on site by the employees where possible. All employees shall receive manual handling training.

Artist/members as self-employed/sole traders are advised to complete manual handling training if their work/methods require lifting unusual loads associated with their work.

Work at Height Policy

All work from heights will be carried out in accordance with the requirements **Part IV, Sections 94-119, of The Safety, Health and Welfare (General Application) Regulations, 2007.**

Eliminating the need to work at height for employees is the primary objective but when required, the ladder shall be in good working order and sufficient training will be provided. "Ladder Safety Training at a minimum"

Artist/members as self-employed/sole traders are advised to complete ladder safety training if their work/methods require the use of ladders associated with their work.

Chemical Substance Policy

Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001 BAG is required to make available to all staff, information on any chemical substances used as part of processes permitted in the facility.

MSDS or material safety data sheets shall be available from the facilities manager/darkroom administrator for substances used at the facility.

Instructions on the use of substances will be made available from the facilities manager/darkroom administrator and when/where possible clearly displayed at the location where its use is permitted.

Disposal of substances will be controlled, according to best practice through facilities management. **Ink, detergents, solvents, paints, spray paints, solutions etc.**

Where possible substitution of chemicals for less harmful alternatives should be in place.

Many Chemicals are used at this facility. Volatile Organic Compounds (VOCs) are emitted as gases from many solids and liquids. VOCs include a variety of chemicals, some of which may have short- and long-term adverse health effects. Prolonged exposure to any chemical substance is likely to cause health effects and may cause death. Persons with existing health conditions may be more susceptible to injury from exposure to chemical substances.

Concentrations of many VOCs are consistently higher indoors (up to ten times higher) than outdoors. VOCs are emitted by a wide array of products numbering in the thousands. Examples include: paints and lacquers, paint strippers and thinners, cleaning supplies, office equipment such as copiers and printers, graphics and craft materials including glues and adhesives, permanent markers, and photographic solutions.

Anyone that uses chemicals at the facility, is required to have knowledge of the substance, its composition, the risks associated with it and how it should be stored. All volatile chemicals must be listed in the Fire Safety Register and an easily visible list must also be available at storage areas and areas of usage such as Dark Room, Individual Studios and Sculpture Block. All chemical substances must be supplied with an accompanying Safety Data Sheet. If none exists, then these can be downloaded from the supplier or manufacturer. All storage containers must be suitably robust and labelled appropriately. Chemicals must never be stored in a container that could resemble a food or drink container.

Chemicals that are prone to combustion by evaporation, must only be stored in small quantities and in appropriate containers in an area that does not present other risks, White Spirits is one such chemical. Certain plastics when exposed to UV light, may fracture or degrade, glass containers may also increase heat absorption from the sun and cause fire. Many chemicals may form a gas when exposed to the atmosphere and this gas may replace the oxygen and cause serious respiratory injury or may evolve in to an explosive mixture which could easily be ignited. Pressurized Containers such as Gas Bottles, Paint Spray containers etc., pose a risk if exposed to a source of heat or if not securely fastened in an upright position, these substances also pose a risk to Fire Fighters if they are unaware of their existence and location. Use of certain chemicals can also induce neurological and dermatological injury either by inhalation, ingestion or by skin exposure. In low-risk areas of short duration, suitable breathing masks should be worn and suitable PPE clothing worn. In high-risk areas, open and enclosed extraction systems and physical barrier separation systems are required.

Substances that have a very high or very low pH will affect human and animal health adversely (0-1 and 13-14). The scale runs from 0 to 14 although there are compounds that exceed these values. Pure water has a pH of 7 and is considered to have neutral ph. It is therefore necessary to be aware of the pH value of any substance that you may be required to use.

Disposal of acids and bases must be done in accordance with the manufacturer's instructions to prevent environmental damage and risks to human health. Some chemicals may have a near neutral pH but may contain elements that are still a danger to human health such as

formaldehyde (regarded as a probable carcinogen) which is in many compounds such as white spirits which has a pH of 5.5 to 6.5.

Noise at Work Policy

All staff shall be aware of protecting themselves against injury from both long and short-term noise exposure. Exposure to constant noise in excess of 80 dB is likely to cause hearing loss which may develop gradually and therefore may be imperceptible in the short term.

Power tools present one of the few instances where dB levels can exceed 80. Power tool use in the facility must include the use of correct PPE along with the additional policies set out. All members shall provide and maintain their own PPE.

Tools and Equipment Policy

All power tools used in the facility by employees or Artist/members shall comply with the requirements of the Safety Health and Welfare at Work (General Application) Regulations 2007 and carry the C.E. Mark in compliance with all relevant E.U. Directives and Regulations.

Any machine equipment must undergo appropriate annual testing to ensure that it is in good working order, as required by regulations. The use of Power tools should be avoided, if possible, with outsourcing requirements from external sources. A limited number of tasks can be completed by our facilities manager by request. If a power tool is required for a specific purpose, it will be in good condition with suitable guards in place and artist/members will have the training to use it.

Angle grinders, chop saws, skill saws, all fall under “Abrasive Wheels” and require permission to use.

Welding falls under **“Hot-work”** along with strict conditions covered in the risk assessment including permission and the submission of current in-date insurance.

Battery operated power drills can be assessed on competency, pending permission.

Equipment such as **Irons, glue-guns, etchers and other low-risk electrical tools** are permitted but in a controlled and self-responsible manner.

ALL POWER TOOLS REQUIRE PERMISSION BY WAY OF PERMIT, WITH THE EXCEPTION OF BATTERY SCREW-GUNS. BAG CANNOT ACCEPT ANY LIABILITY FOR THE USE OF POWER TOOLS AND EQUIPMENT UNDER PERMIT AND USE OF REMAINS THE SOLE RESPONSIBILITY OF THE ARTIS/MEMBER.

PERMIT TOOLS AND EQUIPMENT	NON-PERMIT TOOLS AND EQUIPMENT
Angle Grinders	Irons
Chop-Saws and Mitre-Saws	Hand Cutting Tools
Table-Saws	Hand Clamping/Fixing Tools
Jig-Saws	Battery screw-drivers
Circular-Saws	Projectors
Multi-Tools	Hot-Plates
Electric Planers	Fastening Equipment
Electric Drills	Slide-Projectors
Welding equipment	Painting/Detailing/Finishing Tools
Sabre Saws	Hand Rivet Guns
SDS Drills	Silicone Guns
Nail-Guns	Hand Saws
Similar Electric/Battery Power-Tools	Similar low-risk Hand Tools

PPE Policy

The policy of BAG is to provide limited personal protective equipment and clothing and to replace it as required in accordance with **Part II, Chapter 3, Sections 62-67 of the Safety, Health and Welfare at Work (General Application) Regulations, 2007 (S.I. No. 299/2007)** for EMPLOYEES.

BAG will provide appropriate personal protective equipment and clothing and will replace it as required, for employees.

Any activities that require the use of power-tools and hand-tools will require the use of PPE. Artist/Members shall supply and maintain their own PPE.

Drugs and Alcohol Policy

Employees or Artist/Members are not allowed to carry out duties or operate within a studio space whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule may incur a termination of contract/license.

An employee or Artist/Member suspected to be under the influence, may be asked to speak to a senior manager.

Desk Set Up Policy

Safety, Health and Welfare at Work (General Applications) Regulations 2007, Part 2 Workplace and Work Equipment, Chapter 5 – Display Screen Equipment and Amendment Regulations 2007.

High standard adjustable chairs, large desks with counter areas, are provided at the computer suite. It is recommended that long duration periods are not spent sitting in the same position. All though low risk, long term health issues can arise from prolonged periods of time at VDU or computer related activity.

Artist/Members are encouraged to adopt a suitable workstation layout using the guidelines attached in the Appendices.

Bullying/Harassment Policy

Bullying, harassment, abuse or intimidation means intentional negative conduct, including verbal, physical, or written conduct, or an intentional electronic communication.

In accordance with the general duties in **Part 2 of the Safety, Health and Welfare at Work Act, 2005; the Code of Practice for Employer and Employees on the Prevention and Resolution of Bullying at Work (I Code) 2007.**

Informal: Any issue will be informally discussed with the person who may be creating the problem and point out that their conduct is unwelcome and offensive.

Formal: Any person who is making the complaint can approach the Company Manager and can submit the complaint in writing.

Smoking Policy

Public Health (Tobacco) Act, 2002 (Section 47), Regulations 2002. Smoking is only permitted in designated outdoor areas.

Sensitive Groups Policy

BAG is committed to meeting the requirements of both **Health & Safety legislation and Disability & Equality legislation** in relation to people in sensitive risk groups such as young / aged, disabled or with specific special needs.

Lone Working Policy

Lone workers are those who work by themselves without close or direct supervision. Anybody who works alone, including contractors, self-employed people and employees, is classed as a lone worker.

There is nothing specific in general legislation that prohibits a person from working alone. **Section 19 of the Safety, Health and Welfare at Work Act 2005** requires the employer to undertake a risk assessment, and so this shall determine whether or not an employee may work alone.

Lone working is permitted during the overnight studio access period. A number of safety measures need to be followed while using the studio spaces overnight. See Policy.

- Can the risks of the job/task be adequately controlled by one person?
- Is the person medically fit and suitable to work alone?
- What training is required to ensure competency in safety matters?

Late Night Access and Security policy

It is vitally important that you keep your security fob safe, members rely on each other for the security of their work spaces and equipment. If your security fob is lost, please notify the office immediately, it will be cancelled and a new security fob issued to you at a cost of €10.

It is also necessary to keep the main door locked at all times after 5pm and before 8am weekdays and at all times on weekends.

The entrance gates should also be kept locked out of office hours. Late night or after-hours access is permitted and we ask that the following conditions are met:

Energy/Light/Heating/Windows Policy

BAG relies on members to take responsibility for their lighting and heating consumption, bills are increasing month by month. Please turn off radiators and lights when not in use. The use of extra heaters are not permitted

You may open any window in your space or the studios in general, but remember you are responsible for closing it. If you open a window in a shared area e.g., canteen, toilets, computer room, woodwork room etc. do not assume that someone else will close it, make sure that you either close it before you leave the area or that another member agrees to take the responsibility for closing it.

Electrical Safety Policy

Electrical Systems such as Fire Alarm, Emergency Lighting and Security Alarms have detailed requirements set out in **Irish Standards IS 3217, IS 3218 and IS-EN 50131**. A suitably qualified fire safety engineer shall ensure that sufficient emergency lighting/fire alarm/security alarm tests have been carried out periodically.

Only approved extension leads and socket boards are permitted within studio spaces. Sockets shall not be overloaded and extensions shall be fused.

Electrical hazards are deemed **High Risk** both in single studios and communal studio spaces. All equipment used shall in good working condition and safe to use.

Only approved electrical technicians are authorised to access mains board panels/trips/safety switches. All such mains board panels are to be kept locked with the key only available to an authorised person.

Artist/Members are reminded that no sockets should be overloaded and only one plug should be put in one socket, multiple gang socket extensions and coiled up leads must be avoided due to the risk of overload and heating of the wire and or plugs/sockets, particularly in areas where volatile compounds are present.

Electrical Installation Condition reports where a defect or an imminent threat to the person or building is identified, it should be rectified immediately by a qualified electrician. Such rectification works should be recorded and form part of a new certificate and a report of the test should be completed by the competent person carrying out the test.

Hot-Work Policy

Welding and Grinding are considered Hot-Work. An annual test inspection ticket is required at a minimum for any grinder, welder. Additionally, it is highly advisable that training has been undertaken by any artist/member intent on using welders and grinders. Welders should undergo a visual inspection and be compliant with “workplace equipment safety standards”. FFE or firefighting equipment such as a fire blanket/extinguisher/water shall be located nearby and a cool down period post activity.

Artist/Member Safety Policies

Artist/Members are legally bound to provide a safe working environment as set out in the **Safety, Health and Welfare at Work Act 2005** as self-employed persons. You will find this as well as other health and safety legislative documents on the HSA website. Failure to provide a safe working environment can result in civil cases taken by visitors or employees, or criminal cases taken by the HSA.

The Act is the primary piece of health and safety legislation. This sets out your basic health and safety responsibilities. There are a number of secondary pieces of legislation which essentially expand on these basic responsibilities. For instance, The Act (Primary) requires you to provide a safe place of work while the General Applications (Secondary) expands on what a safe place of work is.

BAG provide studio spaces, based upon agreements/conditions/House Rules/Induction, and shall as far as is reasonably practicable, give advice and provide guidance to all members where matters relate to Health and Safety. We are obliged to create safe and functioning communal facilities and systems that essentially place obligations on both parties. Artist/Members as self-employed/sole traders, adhere to the conditions of membership.

All Artist/Members are required to submit a risk assessment based on expected activities. We can provide sample templates and guidance.

Our Licence conditions are set out as follows:

- 1. Nature of Agreement:** This agreement is not intended to confer exclusive possession on the Licensee nor to create the relationship of landlord and tenant between the parties. The Licensee shall not be entitled to a tenancy or to any other statutory security of tenure now or upon the determination of the License.
- 2. Licence to Occupy:** The Licensor permits the Licensee to occupy the studio space situated within the building as described in the First Schedule hereto for a period of X months commencing on the X Day of X or such other space as may be allocated by the Licensor to the Licensee from time to time.

3.Terms and Conditions: The Licensor and the Licensee agree to be bound by the terms and conditions set out in the Second Schedule hereto.

4.Acknowledgements: The Licensor and the Licensee acknowledge to one another that this agreement embodies the entire understanding of the parties relating to the Studio space and the building, and replaces any previous agreement which may have been entered into between the Licensor and the Licensee. In particular and without prejudice to the generality of the foregoing, the Licensee acknowledges that the Studio space and the common areas of the building will be shared with the Licensor and other persons to whom the Licensor grants or may grant a license and that the Licensor will not have exclusive possession of the Studio space or any of the building under any circumstances.

1.The Licensor may terminate this License for breach of these terms and conditions or for other any other reasonable cause, at the absolute discretion of the Licensor, on giving one week's notice only.

2.The Licensee shall pay a monthly License Fee of € to the Licensor by standing order to such account as the Licensor may nominate from time to time on or before the last day of each month.

3.The Licensor will respect the Licensee's privacy insofar as practicable and shall respect the Licensee's need for an undisturbed working environment but this shall not entitle the Licensee to exclusive possession of the Studio space.

4.The Licensor and the Licensee shall use their best efforts to ensure that no unauthorized socializing shall take place within the building.

5.The Licensee is responsible for the upkeep, cleanliness and safety of the Studio space and surrounding area.

6.The Licensee must dispose of any rubbish generated by the Licensee in accordance with such procedures as may be directed by the Licensor from time to time.

7.The Licensee shall contribute time to regular clean ups of the general studio area and also should ensure that the Studio space shall be kept in a tidy and orderly fashion.

8.The Licensee agrees to take such steps as are necessary to keep the Studio space and the building safe and free from hazards which might otherwise arise from the Licensee's work, e.g., lids are to be kept closed on all turpentine, white spirits etc. Metal bins are provided and all fire regulations must be adhered to.

9.The Licensee shall not allow other artists to avail of the Studio space. This License is personal to the Licensee and the benefit of this License may not be assigned to any other person. The Licensee may not share the Studio space with any person without the prior written approval of the Licensor, which approval shall be at the sole discretion of the Licensor.

10. The Licensee shall ensure that the building is secure and that lights are switched off and equipment unplugged before leaving the building.

11. The Licensor is not responsible for the Licensee's possessions or work and the Licensee should insure his/her own possessions or work.

12. Access to all floors is by means of a proximity fob. Under no circumstances should any Licensee allow anyone to use this fob who is not a Licensee within the Building. In the event that the Licensee mislays or loses the fob, he/she must notify the Licensor immediately and discharge the cost incurred by the Licensor in replacing the fob. Breach of this condition will entitle the Licensor to immediately terminate this License without notice.

13. The Licensee must occupy and use the Studio space for at least 15 hours per week save during usual holidays periods. In the event that the Licensee does not use the Studio space on a regular basis, then the Licensor reserves the right at the Licensor's sole discretion to terminate this License on giving one week's notice to the Licensee.

14. The Licensee of any standard, mid-term or long-term studio space must become a member of and maintain his or her membership of Backwater Artists Limited. If the Licensee ceased to be a member of Backwater Artists Limited for any reason whatsoever, then the Licensor may terminate this License on giving one week's notice to the Licensee.

15. The Licensee must participate in such manner as may reasonably be required of the Licensee by the Licensor in an open studio event on an annual

Our House Rules are set out as follows:

These House Rules apply to artists using any workspace provided by Backwater Artists, including the darkroom.

1. Backwater Artists will respect the Artist's privacy insofar as practicable and shall respect the Artist's need for an undisturbed working environment but this shall not entitle the Artist to exclusive possession of any Studio or other workspace.
2. The Artist shall use their best efforts to ensure that no unauthorized socializing shall take place within the building.
3. The Artist is responsible for the upkeep, cleanliness and safety of any workspace in use by the Artist.
4. The Artist must dispose of any rubbish generated by the Artist in accordance with such procedures as may be directed by Backwater Artists from time to time.

5. The Artist shall contribute time to regular clean ups of the general studio area and shall ensure that the Studio or other workspace is kept in a tidy and orderly fashion.
6. The Artist agrees to take such steps as are necessary to keep the Studio space and the building safe and free from hazards which might otherwise arise from the Artist's work, e.g., lids are to be kept closed on all turpentine, white spirits etc. Metal bins are provided and all fire regulations must be adhered to.
7. The Artist shall not allow another person to avail of any Studio or other workspace allocated to the Artist. The Artist may not share any Studio or other workspace with another person without the prior written approval of Backwater Artists, which approval shall be at the sole discretion of Backwater Artists.
8. The Artist shall ensure that the building is secure and that lights are switched off and equipment unplugged before leaving the building.
9. Backwater Artists is not responsible for the Artist's possessions or work and the Artist should insure his/her own possessions or work.
10. Access to all floors is by means of a proximity fob. Under no circumstances should any Artist allow anyone to use this fob who is not an approved Artist within the Building. In the event that the Artist mislays or loses the fob, he/she must notify Backwater Artists immediately and discharge the cost incurred by Backwater Artists in replacing the fob. Breach of this condition will entitle Backwater Artists to immediately terminate the Artist's permission to use Backwater Artists' facilities and workspace without notice.

Key Safety conditions set out in our Induction:

Heating & Lighting: Backwater relies on you to take responsibility for your lighting and heating consumption. Bills are astronomical. Please turn off radiators and lights when not in use. The heating will be on for 6 hours in the wintertime. Extra heaters are not permitted. If you use any additional lights or equipment such as a kiln as part of your studio practice, you must get clearance from the office first and you must contribute towards the cost of the electricity. Kiln users will be asked to insure their kilns and indemnify the studio on their policy.

Insurance: Backwater Artists is not responsible for the insurance of individual's work or property. Please note that studios are for sole use only by the studio holder, if you need to have someone working with you in your studio, you will need to clear this with the office first and you will need your own insurance.

Dark Room: BAG has a fully functional Darkroom on the second floor. Access to the darkroom is dependent upon induction; proof of the ability to work safely and independently and under the condition that failure to comply with safety standards may result in suspension or termination of

access. If you would like to use the dark-room please let the office know and they will arrange an induction for you.

Framing: Framing facilities can be found on the mezzanine in the Sculpture Block. There is a miter press and under-pinner. You must demonstrate competence in use beforehand. Please book through the office. There is a charge of 50 cents per hour for using the framing facilities.

Equipment: Backwater has a data projector, a video camera, lights and a selection of cameras, which you can borrow. Please arrange this through the office.

You must ensure a level of competence before using any of the equipment or facilities listed above.

Health & Safety: All new members must read our Health & Safety statement before using the building.

All new members must provide a risk assessment, before using the building.

All new members must read Wandesford Quays Health & Safety Statement, which is located in the ground floor lobby, before using the building.

Please ensure that you familiarize yourself with all the fire exits in the building.

The fire assembly point is next to the bike shed inside the main gates outside the Sculpture Block.

The building has Fire extinguishers placed throughout the building - please make yourself aware of where they are and what types of fires each is used for e.g., normal fires and electrical fires have different extinguishers - the extinguishers are clearly labeled stating whether or not they can be used on electrical fires.

If a fire occurs immediately make your way to the nearest exit and go to the Fire Assembly point, which is inside the main gates outside the Sculpture Block, please gather here so all members can be accounted for. Do not go back into the building for any reason unless an all clear has been given.

For your safety, corridors or walkways must be kept clear at all times, do not store your works or other property in them. Your work (except for those properly hung on the walls for exhibition) and property must be kept within your individual studio space for which you either have a license or sharer's agreement. You are responsible for their own health and safety within your individual studio spaces and you shouldn't use equipment without taking proper precautions, which include use of guards and/or protective, wear where necessary. Use of certain equipment/machinery may require permission from the BAG Management before use.

Please do not use harmful or potent material in the studio. This includes spray paint and fixative.

Spray paint and fixative is to be used outside. If you are storing anything in a pressurized container inside the studio, please use a metal cabinet.

Please do not pour chemicals down the drain.

Please use a metal cabinet to store your white spirits/turpentine and use the low odor variety.

Use metal bins for old turpentine/white spirit rags.

There are two annual fire drills, the alarm system is tested every Monday at 11am and all Backwater users and visitors must sign in/out on the sheet inside the main doors.

Members Contribution: The organisation works hard to keep our fees to a minimum and make them affordable to our artists. In return, we ask our members to contribute 10 hours voluntary work per year. Members can contribute in many ways, these include invigilation of our studio 12 exhibition/project space, helping out and participating in our outreach events such as Culture Night, Open Studios, Heritage Day, serving on our committees such as Health & Safety and Fundraising and serving on our board of directors where applicable. All members' licenses are reviewed each year and member's contribution is taken into account in this review.

Sub Committees: Members serve on sub committees as part of their 10 hours required contribution to the studio. These are Fundraising, and Health & Safety Committee.

Studio/Office/Facility Safety Rules

Visitors and non-working personnel confined to designated walkways, unless otherwise arranged.

Absolutely NO work to be carried out on walkways.

Work confined to designated areas where feasible.

Smoking in Backwater is strictly prohibited.

Eye protection to be worn where needed

Ear protection to be worn where needed (SCULPTURE BLOCK).

Loose clothing is dangerous and should not be worn (SCULPTURE BLOCK).

Long hair should be tied back (SCULPTURE BLOCK).

Grinding/ welding/ cutting must always be shielded (SCULPTURE BLOCK/ COURTYARD).

Welding/ chemical use must be ventilated (SCULPTURE BLOCK).

Not authorized use of certain machinery.

All accidents to be reported and logged.

All members must leave work areas clean and tidy.

No running in Backwater.

Guards fitted to machinery and tools must be used.

Faulty guards and equipment should be reported immediately.

Breathing apparatus to be worn when needed (SCULPTURE BLOCK).

Working while under the influence of alcohol not allowed.

All practical steps have been taken to reduce exposure of office personnel to noise levels above the permitted level.

Offices are lit to levels sufficient to ensure that eyestrain does not occur.

The offices are ventilated to the outside to ensure they are comfortable and healthy for all employees.

Heating systems are provided in the offices.

Good quality office chairs, adjustable by user, are provided.

All practicable steps are taken to ensure that no hazards are present on the office floor e.g., trailing leads, wastebaskets.

No dangerous substances are stored in the office areas.

Employees are encouraged to bring to the company's attention, as soon as possible, any situation, which might adversely affect the health, safety and welfare of themselves and others.

Child Protection Policies

Backwater Artists Group Child Safeguarding Statement

Backwater Artists Group believes in the importance of widening the range of people that become involved in the arts. Through an ongoing public programme of exhibition tours, studio tours, talks and workshops we aim to engage with people of all ages including children and young people to create opportunities in which they can participate and develop an enthusiasm for the arts. Our services take place on site at our studio complex in Wandesford Quay.

At Backwater Artists Group we want to make sure that all children and young people who participate in our programme are safe and protected from harm. To ensure this we have policies and procedures in place to provide a safe working environment. Here at Backwater Artists Group, we believe that the rights of children and young people are paramount. We believe that Children and young people have a right to: Be safe. Be listened to. Be treated with fairness and respect. Be free from bullying. Get help and support if they have been hurt, neglected or badly treated.

Our guiding principles apply to all paid staff, volunteers, committee/board members and students on work placement within our organisation. All committee/board members, staff, volunteers and students must sign up to and abide by these guiding principles and our child safeguarding procedures.

We consider any person under the age of 18 years as a child.

We adhere to the recommendations of Children First: **National Guidelines for Protection & Welfare of Children**, published by The Department of Health & Children.

Policies & Procedures

Our Child Protection Statement and Policy has been developed in line with the requirements of the **Children First Act 2015, Children First National Guidance for the Protection & Welfare of Children (2017) and Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice**. We have implemented procedures covering.

- A code of behaviour for all staff, our members and volunteers facilitating workshops for children.
- A safe recruitment policy.

- Induction Policy for all staff, members and volunteers working with children.
- A Designated Liaison Person and Deputy Liaison Person, who looks after child protection concerns.
- Managing and supervision of staff and members.
- Involvement of primary carers.
- Reporting of suspected abuse.
- Allegations of misconduct or abuse by all staff/members/volunteers.
- A confidentiality policy.
- A complaints policy.
- An accidents and incidents reporting policy.
- Garda Vetting.

Risk Assessment

In accordance with the **Children First Act 2015**, Backwater Artists Group has completed a risk assessment of how children could be potentially harmed while availing of our services and have put procedures in place to manage those risks. See below.

Risk Identified	Procedures in place to manage risk
Staff, Members, Volunteers not adequately informed of the procedures in place to safeguard children.	Ensure that everyone working with children receives an adequate induction on the organisations Child Protection Statement & Policy and procedures in place to safeguard children. Ensure that they have access to training opportunities. Ensure that they are aware of the procedures in place regarding reporting abuse.
Staff, Members, Volunteers unsuitable for working with children.	Ensure that there is a safe recruitment policy in place and that all staff, members and volunteers are Garda Vetted.
Hazards due to cluttered workspaces.	Ensure that workspaces are kept clean and free from hazards. Ensure that there is an adequate number of staff and volunteers on hand to ensure a hazard free experience for all. Ensure adequate staff to children ratio.

<p>Inappropriate artistic content for children to view in exhibitions and artist’s studios.</p>	<p>All people working with children to have a clear idea of content available for viewing and ensure it is age appropriate for participating children.</p>
<p>Inappropriate use of images of children’s such as sharing them online without permission.</p>	<p>Consent asked from all parents/guardians to take, use and store images of children. No images to be used on social media or online.</p>

Implementation & Review

Backwater Artists Group is committed to the implementation and review of our Child Protection Statement & Policy to ensure that children are kept safe from harm while availing of our services. We recognise that implementation is an on-going process. This statement and policy will be reviewed on a yearly basis or sooner if necessary due to service issues or changes in legislation or national policy. This statement has been published on our website and will be made available to parents and guardians on request. It will be made available to Tusla if requested. It has also been given to all staff, board members, members and volunteers at Backwater Artists Group who help us to deliver our services to children.

Designated Relevant Person: **Elaine Coakley**

Designated Deputy Liaison Person: **to appoint new person**

Backwater Risk Assessments

BAG and independent self-employed studio members have a “duty of care” towards those working within the studio spaces. The following risk assessment is an examination of what could cause harm, in order to take the necessary precautions. In this document a **hazard** is treated as being “anything that has the potential to cause harm” and a **risk** as “the chance, high or low, that somebody will be harmed by the hazard”. The term “emergency” is referred to as a situation where an evacuation is required.

In formulating a risk assessment, attention was paid to the physical layout of the building/studios and its immediate environs. In relation to Occupational Health and Safety of those working at the studio, employers will provide appropriate risk assessments and safety documentation for their areas of responsibility, in accordance with relevant Health and Safety legislation and regulations.

Risk assessment Matrix

Likelihood		Consequences				
		Catastrophe	Major	Moderate	Minor	Insignificant
		5	4	3	2	1
Almost certain	A	5A	4A	3A	2A	1A
Very Likely	B	5B	4B	3B	2B	1B
Quite Likely	C	5C	4C	3C	2C	1C
Occasionally	D	5D	4D	3D	2D	1D
Rare	E	5E	4E	3E	2E	1E

Consequences		
Level	Descriptor	Description
1	Insignificant	No injuries, low financial loss
2	Minor	On site medical treatment adequate and immediate release, low financial loss
3	Moderate	Outside medical intervention required, production loss, time off work, high financial loss and possible litigation
4	Major	Extensive long-term injuries, production loss, major financial loss and possible litigation
5	Catastrophic	Death, Environmental damage, Reputation damage, huge financial loss and serious litigation, fines, imprisonment.

Probability		
Level	Descriptor	Description
A	Almost certain	The event is most likely to occur in most situations

B	Very Likely	The event will probably occur in most situations
C	Quite Likely	The event should occur at some time
D	Occasionally	The event could occur at some time
E	Rare	The event may occur but only in exceptional circumstances

The scale and colour coding is used to allow comparisons of risk levels only. No literal meaning is implied by the scoring level.

- If the risk rating is Red, the risk rating is high and the action must not proceed.
- If the risk rating is Yellow, the risk rating is medium and the action requires further controls
- If the risk rating is Green, then the risk rating may be perceived as low and the action may continue with the controls set in place.

Studio High Risk

Chemicals.

Bottles must not be left on the floor. Immediately after use, store bottle tightly When required, use the ventilation provided. Wear gloves. Certain operations may not be carried out indoors. Goggles (not safety glasses) must always worn.

Severe and irreparable damage can occur to the eye from even small quantities of acids and alkaline entering the eye. In the case of Caustic Soda, this damage will occur in seconds and may well lead to total blindness in the affected eye. Goggles Must Be Worn.

With all chemical spills entering the eye, it is imperative that the eye is washed out immediately with clean water, for fifteen minutes. This action may save someone’s sight. Cover with clean loose bandage and seek medical help.

All chemicals, solvents, paint etc. should be accompanied by a Hazard Data Sheet upon purchase. These sheets contain important information on the product regarding the health and safety of the user such as; fire risks, exposure limits, toxicity. levels, storage and first aid. These should be read carefully and instructions followed closely; anyone purchasing chemicals etc. should obtain Hazard Data Sheets from their supplier and familiarise themselves with the contents before commencing any work.

Steel cabinits are provided for the storage of certain chemicals and agents.

Hot-Work. Welding.

“Hot work” must be carefully planned and monitored with a view to storage (under the bench) until cold. Smoking is strictly prohibited. Materials such as sawdust, chippings, paper, and others must not accumulate on the floor. Treat flammable liquids as those under the chemical hazard section. Permissions must be sought in advance and studio policies followed at all times. Backwater will supply all necessary safety equipment for welding. Please, remember that this equipment is in place for your health and safety and you will be expected to use it all times. It is strongly advisable that any operative/artist/member has a recognised ticket or training in Hot-work.

Fire Exits and Emergency Routes.

Walkways in the Sculpture block and corridors in the Main building are designed as safe means of access and egress to anyone working in or visiting the sculpture block and main building.

As already mentioned, these are in place to ensure safe access and, as a general rule the following points apply:

- Work of any size or description may not be carried out on these areas.
- Any spillages or mess created on them must be cleaned up immediately.
- Trailing leads and hoses must not cross them.

In the Sculpture block studios – when welding the walkway must be shielded using the fire proof portable screens.

In the Sculpture block – No items should be stored on upper level. Access to this upper level is restricted to BAG staff who must adhere to safety at all times. NOTE: In the Sculpture Block - It may be necessary from time to time to use some of these areas temporarily, e.g. in the fabrication of large scale sculpture. If and when this need arises, prior arrangements must be made with a member of the staff of Backwater.

Studio Risk Assessment

No	Hazard	Harm	To Whom	R B	Controls required	R A	Action by whom.
1	Power tools	Injury/Accident	Staff and others	5 B	Only listed tools are permitted without a permit. Power tools proposed shall be cleared by studio <u>technician or studio director</u> . Correct PPE shall be used at all times while in use and the user shall assume all responsibility.	5 E	Backwater Artist Group Management. In some cases Artist/Members .
2	Emergency exit doors locked/ blocked/obstructed	Injury/Accident	Staff and others	5 C	Clear signage displayed at/on external exit doors to prevent parking. Push bars tested/checked on a regular basis to ensure they are functioning correctly. Fobs checked regularly to ensure they are functioning properly.	5 E	Backwater Artist Group Management. In some cases Artist/Members
3	Lack of competence and training for full time staff.	Staff performing tasks above their abilities and training are at risk of injury and stress.	Staff and others	5 A	Staff/Employees must have training for the identified job tasks.	5 E	Backwater Artist Group Management. In some cases Artist/Members
4	Inappropriate power tools	Insufficient tools will lead to people attempting to improvise which may result in physical injury and	Staff and others	4 B	Only permitted power tools allowed. All other tools require permit.	4 E	Backwater Artist Group Management. In some cases Artist/Members

No	Hazard	Harm	To Whom	R B	Controls required	R A	Action by whom.
		damage to property.			Competency must be displayed with tickets or training in advance of permit being issued.		
5	Facilities unsuitable for work	Studios may be unsuitable for many reasons	Staff and others	4 C	Workplace/studio should be appropriate to task/project being completed. Outsourcing cutting services for steel/timber of large quantities is advisable.	4 E	Backwater Artist Group Management. In some cases Artist/Members
6	Lack of facilities on site	Lack of facilities could lead to injury and possible damage to property.	Staff and others	5 C	Assembly of large structures/sculptures shall not impede fire exits, other studio spaces, access routes. Suspension of heavy pieces shall only take place once permitted/assessed.	5 E	Backwater Artist Group Management. In some cases Artist/Members
7	Faulty Machinery	Faulty machinery can cause serious injury and death.	Staff and others	5 A	All machinery shall be fully checked and signed off, ideally once per year by a competent person.	5 E	Backwater Artist Group Management. In some cases Artist/Members
8	LPG/Gas Gas Cutting.	Explosion causing serious injury/death	Staff and others	5 A	LPG gas is not permitted. Gas cutting or O/A cutting is not permitted.	5 E	Backwater Artist Group Management. In some cases Artist/Members
9	Damaged or faulty electrical equipment	Damaged electrical equipment may cause shock, injury or death.	Staff and others	5 A	All electrical equipment should be in good condition and checked before use. Any faulty equipment should not be used.	5 E	Backwater Artist Group Management. In some cases Artist/Members
10	Serious incident at the facilities requiring evacuation.	A serious incident at the studios may require a full or partial evacuation of the facility.	Staff and others	5 A	All studios shall have a diagram placed on the inside of the studio doors, displaying emergency route to muster point. Emergency lighting shall be arranged by a fire safety engineer	5 E	Backwater Artist Group Management. In some cases Artist/Members

No	Hazard	Harm	To Whom	R B	Controls required	R A	Action by whom.
11	Dust	Long-term breathing conditions/lung damage	Staff and others	4 B	Extraction systems at the sculpture block shall be calibrated annually by the studio technician/or installer.	4 E	Backwater Artist Group Management. In some cases Artist/Members
12	Hearing Damage	Items such as power tools increase exposure to loud noise and is likely to cause hearing damage.	Staff and others	4 A	Power tools shall be checked for noise level output. Noise exposure levels must remain within the limits set out in the Noise Work Regulations 2005. Hearing protection must be worn when noise is expected to exceed acceptable limits.	4 E	Backwater Artist Group Management. In some cases Artist/Members
14	Muscular skeletal disorder	Lifting heavy loads and shifting body position whilst the body is in stress from work activity, is likely to create muscular skeletal disorders especially to the upper body.	Staff and others	3 A	Correct lifting posture is required. All staff/employees to receive manual handling instruction and excessive load lifting is to be avoided. It is advisable that artist/members "sculpture dept" undertake manual handling if medium involves heavy components.	3 E	Backwater Artist Group Management. In some cases Artist/Members
15	Fall from height	A fall from any height may cause serious injury and or death.	Staff and others	5 A	Work should be designed at ground level. Working from ladders must be avoided and if necessary, only those trained to work with ladders shall be allowed to do such work and only for a short period of time (no greater than 30 minutes at a time). Working at height for prolonged periods in areas where there is no mechanical assistance requires wearing suitable harness and a rescue plan.	5 E	Backwater Artist Group Management. In some cases Artist/Members
16	Crush injury while transporting/moving finished work from the sculpture block	Crush injuries may be caused by numerous incidents such as load collapse, jamming from a load, working in a confined area and	Staff and others	4 B	Loads being lifted must only happen away from people. Handling of loads should be done using rope or sling. Loads on fork lift must be secure and balanced and set so that they do not require manual adjustment. Heavy gloves must always be worn to prevent	4 E	Backwater Artist Group Management. In some cases Artist/Members

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No	Hazard	Harm	To Whom	R B	Controls required	R A	Action by whom.
		is likely to cause injury.			jamming whilst using large or awkward items.		
17	Trip, slip or fall	Most accidents result from a slip, trip or fall and can result in various injury and even death.	Staff and others	5 B	Studios must be kept tidy at all times. Equipment must be stacked neatly without protrusions and areas where there is any risk must be sealed off by suitable means.	5 E	Backwater Artist Group Management. In some cases Artist/Members
18	Eye injury	Eye injuries are quite common and generally caused by a foreign object entering the eye or as a result of being struck by an object.	Staff and others	3 C	Goggles or suitable glasses should be worn where there is a risk of dust and activity where objects are moving around or being struck.	3 E	Backwater Artist Group Management. In some cases Artist/Members
19	Burn injury	A burn injury may be received from hot work or from a hot object such as a Kiln or welder	Staff and others	3 C	Fire extinguishers should be positioned at key locations and be clearly visible. If fire breaks out, treat immediately if safe to do so and sound the alarm at the same time leave the area. Welding or Hot Work shall only take place externally and the welding equipment shall be in good order. See Policy	3 E	Backwater Artist Group Management. In some cases Artist/Members
20	Chemical injury	Certain chemicals can cause injury if spilled directly on to skin or clothing and if ingested. Injuries may vary from irritant reaction to death by poisoning.	Staff and others	4 B	Staff must be aware of the consistency and likely hazards of any chemical that they are required to use. A Safety data Sheet must be available on site for all chemical substances and the instructions for use strictly followed. See Policy	4 E	Backwater Artist Group Management. In some cases Artist/Members
21	Electrical Injury	Shock	Staff and others	4 A	All work-related electrical equipment is Portable appliance tested (PAT).	5 E	Backwater Artist Group Management.

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No	Hazard	Harm	To Whom	R B	Controls required	R A	Action by whom.
					<p>WORKS UNDERTAKEN BY R.E.C.I. APPROVED CONTRACTOR R.C.D.'S CONTROLLING SOCKET OUTLETS</p> <p>All cables and equipment are inspected before first use.</p> <p>Building electrical systems shall be checked by a competent person.</p>		In some cases Artist/Members
22	Mobile Generators	Injury Burns Spills Environmental	Staff and others	5 B	Mobile generators are not permitted at the studios.	5 E	Backwater Artist Group Management. In some cases Artist/Members
23	Overnight working/lone working	Accident/Injury Medical issue while working alone	Staff and others	4 B	24-hour access shall continue but with conditions. See policy.	4 E	Backwater Artist Group Management. In some cases Artist/Members
24	Car parking	Could lead to vehicles colliding, resulting in minor to severe injury.	Staff and others	5 C	Car park area shall have a limit in place. Pedestrian walkway shall be kept clear.	5 E	Backwater Artist Group Management. In some cases Artist/Members
25	Portable Heaters	Shock Risk of fire	Staff and others	4 B	Heaters not permitted	5 E	Backwater Artist Group Management. In some cases Artist/Members
26	House Keeping	Falling objects/fire	Staff and others	5 A	<p>Sculpture block shall be cleared of excessive storage items and walkways kept clear at all times.</p> <p>Extention coil leads are not permitted.</p> <p>No Coil extention leads are permitted. Socket boards are permitted for short durations if specific tasks require them, not continuous use.</p>	5 E	Backwater Artist Group Management. In some cases Artist/Members

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No	Hazard	Harm	To Whom	R B	Controls required	R A	Action by whom.
					Corridors/ landings/walkways shall not have any obstructions.		
27	Medical/First-Aid	Unqualified diagnosis.	Staff and others	4 A	First-Aid staff trained staff should be in place during working hours.	5 E	Backwater Artist Group Management. In some cases Artist/Members
28	Attic studio rafters	Accidents/Incidents	Staff and others	5 A	Rafters shall have edge protection and highlight tape. Floor walkway shall utilise a hazard marker allowing for head height route.	5 E	Backwater Artist Group Management. In some cases Artist/Members
29	Contractor construction	Accidents/Incidents	Staff and Others	3 C	All construction tasks by third party contractors shall be planned and scheduled accordingly.	3 E	Backwater Artist Group Management. In some cases Artist/Members
30	Power failure	Accidents/Incidents	Staff and Others	3 C	Twin spot emergency lights shall be tested regularly. Doors, push bars, exits, stairwells shall be unobstructed and in good working condition.	3 E	Backwater Artist Group Management. In some cases Artist/Members
31	Youth/Minor workshops.	Accident/Injury	Staff and Others	3 C	Maximum up to 12 children will be booked in. One adult to every 10 children will be adhered to. Facilitators will ensure that all areas in use are clean, tidy and free from hazards. Children will be supervised at all times. Work area, walkways and all areas children use including toilets will be kept clean, tidy and free from hazards. Tables covered with PVC cloth to soften edges. Unused plugs switched off and covered All materials used child friendly and non-toxic. Children will be supervised when using tools	3 E	Backwater Artist Group Management. In some cases Artist/Members

No	Hazard	Harm	To Whom	R B	Controls required	R A	Action by whom.
					and they will only be allowed to use them if they are age-appropriate Maximum 12 Children per workshop. We have a ratio of 1 adult to 10 children		
32	Adult Workshops	Accident Injury	Staff and others	5 A	Maximum 10 Adults will be booked in. Adults will be notified if materials are harmful. Care will be taken. Room will be well ventilated. Certain harmful materials will be banned, including spray paint. Work area, walkways and all areas in use including toilets will be kept clean, tidy and free from hazards. Facilitators will ensure that all areas in use including toilets will be kept clean, tidy and free from hazards.	5 E	Backwater Artist Group Management. In some cases Artist/Members
33	Furniture/Drapes/ Material	Fire risk	Staff and others	3 C	Large items such as couches are not advisable unless NDFR. All materials to be flame retardant and Class 1 materials where applicable. <i>DoE Code of Practice for Fire Safety of Furnishings and Fittings in Places of Assembly.</i>	3 E	Backwater Artist Group Management. In some cases Artist/Members
34	Welding/Hot work	Eye damage. Fire/Shock	Staff and others	4 A	Welding shall only take place outside at a designated area. Welding visor/welding shields/fire extinguisher shall be used as SOP. Operative shall display competence in advance.	5 E	Backwater Artist Group Management.

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No	Hazard	Harm	To Whom	R B	Controls required	R A	Action by whom.
					Strongly advised that the operative/artist has a Hot Work CSCS ticket or equivalent training. Own Insurance required.		In some cases Artist/Members
35	Food preparation	Poor hygiene Allergic reactions	Staff and others	4 B	Food preparation/coffee-tea is only permitted in the designated canteen area. Food stuff waste shall not be left in studio spaces.	4 E	Backwater Artist Group Management. In some cases Artist/Members
36	Welfare facilities	Poor hygiene facilities leading to illness	Staff and others	4 c	Adequate welfare facilities are provided at the facility.	4 E	Backwater Artist Group Management. In some cases Artist/Members
37	Stress	Physical illness. Breakdown. Long-term disorders. Mistakes resulting in injury/incident	Staff and others	4 b	Awareness by managers/supervisors of increased workload on both themselves and persons under their supervision. Realistic objectives within realistic timelines should be planned and communicated effectively.	5 E	Backwater Artist Group Management. In some cases Artist/Members
38	Covid 19	Transmission Long term symptoms Short term symptoms	Staff and others	5 B	Please refer to current government policies/protocols/mitigation measures if relevant.	5 E	Backwater Artist Group Management. In some cases Artist/Members
39	Environmental damage	Pollution	N/A	N A	Waste management shall involve segregation of waste. Waste chemical agents, paint, compounds shall be disposed of correctly with periodic clear-outs of out-dated liquids.	N A	Backwater Artist Group Management. In some cases Artist/Members
40	Dark Room		Staff and Others	5 B	Chemicals must be labelled clearly. Bottles must not be left on the floor. immediately after use, store bottle tightly When required, use the	5 E	Backwater Artist Group Management.

No	Hazard	Harm	To Whom	R B	Controls required	R A	Action by whom.
					ventilation provided. Wear gloves. Certain Operations may not be carried out indoors. Goggles (not safety glasses) must always wear. See separate risk assessment.		In some cases Artist/Members
41	Fire Prevention	Serious Accident/Injury	Staff and Others	5 B	Provision of extinguishers (IS 290/291 compliant) FIRE ALARM DETECTION SYSTEM INSTALLED EMERGENCY LIGHTING SYSTEM IN PLACE FIRE EXTINGUISHERS FITTED DESIGNATED ASSEMBLY POINT ESTABLISHED ESCAPE ROUTES KEPT CLEAR Ensure all staff are aware of the emergency procedures Ensure all staff are aware of fire protection equipment and emergency response procedures Removal of all combustibles that pose a risk.	5 E	Backwater Artist Group Management. In some cases Artist/Members
42	Misuse of drugs and alcohol	Accident/Injury	Staff and Others	4 C	See Policy	4 E	Backwater Artist Group Management. In some cases Artist/Members
43	Overcrowding on launch exhibitions	Accident/Injury	Staff and Others	5 B	Suitable areas in place for public attending with attendance limits set out, ensuring out of bounds areas are clearly marked. Ability to conclude the event with a predetermined plan. Appointed venue manager to fully brief other staff in emergency procedures.	5 E	Backwater Artist Group Management. In some cases Artist/Members
44	Elevator	Accident/Injury	Staff and Others	5 B	The elevator shall undergo statutory periodic inspection.	5 E	Backwater Artist Group Management.

No	Hazard	Harm	To Whom	R B	Controls required	R A	Action by whom.
							In some cases Artist/Members
45	Stairwells	Accident/Injury	Staff and Others	4 C	Stairwells shall be kept clear and any damage to surfaces remedied in good time. Adequate lighting in place.	4 E	Backwater Artist Group Management. In some cases Artist/Members
46	Studio housekeeping	Accident/Injury	Staff and Others	5 B	Keep the area in which you are working clean. Do not leave obstacles on the floor. Remember that the area in which you work may be used by others at the same time. It is not your area alone. So, keep it clean and tidy. Do not work or store anything on the walkway. Clean up any spillages immediately. Store raw materials/ work etc. sensibly, preferably against the wall. Don't leave it in the centre of the floor area. Store tools properly. Trailing leads on floor and office area should be tidied up.	5 E	Backwater Artist Group Management. In some cases Artist/Members
47	Office	Accident/Injury	Staff and Others	4 C	All practicable steps are taken to ensure that no hazards are present on the office floor e.g., trailing leads, wastebaskets. Good quality office chairs, adjustable by user, are provided. Employees are encouraged to bring to the company's attention, as soon as possible, any situation, which might adversely affect the health, safety and welfare of themselves and others.	4 E	Backwater Artist Group Management. In some cases Artist/Members

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No	Hazard	Harm	To Whom	R B	Controls required	R A	Action by whom.
48	Hazardous Substances	Accident/Incident	Staff and others	3 C	Metal lockers are located in a number of areas around the studio facilities. Items should be labelled and dated clearly.	4 E	Backwater Artist Group Management. In some cases Artist/Members
49	Untidy/disorganised technical/facility resources	Accident/Incident	Staff	3 C	Centralised approach to facility assets. Organised technicians' workshop with easily assessable items such as maintenance equipment, tested ladder appropriate to the requirements of the studio work tasks, PPE, any other items deemed necessary by the studio technician for general upkeep and delivery of services and supports. Consolidation and inventory of studio assets and the disposal of damaged, faulty, unsafe tools/ladders/equipment on a periodic basis. Record keeping of checks, repairs, updates as a reference.		Backwater Artist Group Management. In some cases Artist/Members
50	Communal resources	Accident/Injury	Staff and Others	3 C	Inventory kept of any equipment, tools, assets, extension leads, PPE used by members and a sign in/out system used to identify faults, damage that may present a hazard. Ongoing modernisation of utilities and assets that are tested accordingly and tagged as safe when and where necessary. Key studio assets/items such as ladders, welders, combination drills, other power tools will be tested/tagged on a periodic basis.		Backwater Artist Group Management. In some cases Artist/Members

Darkroom Risk Assessment

No	Hazard	Harm	To Whom	R B	Controls Required	R A	Other Action Required
	Fire Emergency	Accident/Injury	Staff and Others	3 C	<p>The Darkroom is fitted with a smoke alarm and is within the vicinity of a fire alarm system. This system is maintained on a regular basis by Backwater Artists Group (BAG).</p> <p>Each user must follow the studio policy for emergency evacuation and fire safety. Signage is in place in the Darkroom, including signage for low visibility conditions (see below).</p>	2 E	Backwater Artist Group Management. In some cases Artist/Members
2	Low Visibility	Accident/Injury	Staff and Others	3 C	<p>The darkroom is by nature a workspace where a low level of illumination is required.</p> <p>Emergency exits and tripping hazards are marked using a phosphorescent adhesive strip and signage that glows in the dark indicating exit points while not damaging sensitive photographic materials.</p> <p>All safety signage, room lighting and emergency lighting will be checked on a periodic basis.</p>	2 E	Backwater Artist Group Management. In some cases Artist/Members
3	Egress from the Dark Room	Accident/Injury	Staff and Others	3 C	<p>The doorway of the Darkroom is a light trap, that is a short two door corridor that allows the user to enter the space without exposing sensitive photographic materials.</p> <p>This doorway and the space required for entry and exit will be kept clear of obstruction at all times.</p>	2 E	Backwater Artist Group Management. In some cases Artist/Members
4	Slips Trips and Falls	Accident/Injury	Staff and Others	£ C	<p>The space will be kept free of clutter.</p> <p>Any liquid spilled on the floor will be immediately mopped up. A wet floor sign will be kept in the space.</p>	2 E	Backwater Artist Group Management. In some cases Artist/Members

					Anti-slip rubber matting is provided at each sink space.		
5	Chemical Exposure	Accident/Injury	Staff and Others	4 C	<p>A folder containing Material Safety Data Sheets detailing the appropriate use and safety information relevant to all chemistry in the Darkroom will be kept in an easily accessible location in the Darkroom.</p> <p>For this reason all users of the space will ensure that any chemical brought into the space is appropriate for safe usage within the Darkroom and in a secure clearly labeled container. Any dangerous, corrosive or flammable material will be kept under lock and key with clear instructions on the storage cupboard.</p> <p>In the event of a chemical spill a mop will be maintained in the space.</p>	2 E	Backwater Artist Group Management. In some cases Artist/Members
6	No PPE	Accident/Injury	Staff and Others	3 C	<p>In order to minimise chemical exposure the user will be expected to wear appropriate PPE when using the space. This includes an apron to protect skin and clothes, nitrile rubber gloves, eye protection for mixing chemicals and an appropriate face respirator mask with sanitizing wipes.</p>	2 E	Backwater Artist Group Management. In some cases Artist/Members
7	Chemical Incident	Accident/Injury	Staff and Others	4 C	<p>An easily accesable first aid kit will be maintained in the space. Eye wash will be kept for any eye contamination.</p> <p>Information regarding medical emergency proceedures will be prominently displayed in the adjacent canteen.</p>	2 E	Backwater Artist Group Management. In some cases Artist/Members
8	Electrical Shock	Accident/Injury	Staff and Others	4 C	<p>The Darkroom is a space where water and electricity are present, for this reason the room is divided into two zones, wet and dry.</p> <p>Any switches or electrial outputs in the wet area will be operated by a barthroom style pull cord.</p>	2 E	Backwater Artist Group Management. In some cases Artist/Members

					Users of the space are requested not to bring untested electrical equipment into the space.	
9	Exposure to fumes	Accident/Injury	Staff and Others	4 C	When the Darkroom is in use, fumes from chemistry will be extracted via a fan. The efficacy of this ventilation will be tested periodically.	2 E Backwater Artist Group Management. In some cases Artist/Members
10	Poor Housekeeping	Accident/Injury	Staff and Others	3 C	A common risk in the Darkroom is accidental exposure to chemicals by means of spills and inadequate user cleanliness. All users will wipe clean all wet space surfaces and sinks at the end of each session. All processing equipment will be thoroughly cleaned and placed in the appropriate storage racks. All cleaning cloths will be washed and hung to dry at the end of each session. The user will ensure that the floor is clean and dry and that all rubbish is removed. Chemistry storage bottles will be externally rinsed after use to avoid contamination of the workspace.	2 E Backwater Artist Group Management. In some cases Artist/Members

Appendices

Fire Safety Register Record:

Diagrams of Emergency Routes, Muster Point Locations, Fire Fighting Equipment Locations.

Declaration

This safety statement has been drafted on behalf of Backwater Artist Group and based on information available at the time of the draft and site visits to the facility. It shall be updated annually and re-issued, reflecting any changes that may arise during the interim period.

A safety statement is a document that contains input/details/recommendations/factors from a number of stakeholders, based on a desired outcome/intention. The details and arrangements

within it are not developed solely by the author, but complied with the information available and best practice/legislation applied. A safety statement and safety policies are a development process where many limiting factors are considered, evaluated and concluded as far as is reasonably practicable.