



BACKWATER

Artist-Member Risk Assessment

Studio Number	
Member Name	
Primary Practice and/or Medium	
Date	









SAFETY STATEMENT

The purpose of this document is to assist self-employed members in developing safety awareness and Safe Systems of Work for their practice.

Backwater Artist Group are committed to ensuring a safe working environment for ourselves/staff/artist-members, and others that may be affected either directly or indirectly while working or visiting our studio space. In order to comply with current legislation and best practice we update our safety statement and safety policies relating to our day to day operations on an annual basis. In addition to our safety policies and procedures, we have created this risk assessment/method statement template to assist members in identifying possible hazards and how to address and prevent them.

Risk can relate to many aspects of a creative practice, but this Risk Assessment format is specifically focused on occupational or task related practices.

ARE ANY OF THE FOLLOWING SUBSTANCES REQUIRED AS PART OF YOUR WORK

							
Explosive Substance	Flammable Substance	Oxidising Substance	Corrosive Substance	Toxic Substance	Serious Health Hazard	Hazardous to the Environment	Gas under Pressure
Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N




We have strict rules that apply to chemical substance use in our studios. Please ask our studio technician for permission and what policies are in place in advance.

CAN YOU IDENTIFY PERSONAL PROTECTIVE EQUIPMENT REQUIRED FOR YOUR WORK

						
Hard Hat	Safety Footwear	Eye Protection	Hearing Protection	Safety Gloves	Breathing Protection	Other
Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N

PPE is mandatory at our studios if your work requires it. Your PPE should be in good condition and fit for purpose.

DO YOU KNOW WHERE THESE CAN BE LOCATED IN THE STUDIO COMPLEX

		
First Aid to be available on location.	Fire Extinguisher ABC to be available on location	Toilets and washing facilities to be available on site or near-by
Y / N	Y / N	Y / N

HAND TOOLS AND EQUIPMENT THAT ARE PERMITTED

Hazards	
1. Electric Glue Guns	9. Chisels and Gouges
2. Hand Saws	10. Pliers and similar tools
3. Cutting Knives-Utility Blades	11. One Work light
4. Electric Screw Drivers	12. Dremel electric multi tools
5. Overhead-Digital Projectors	13. Light Boxes
6. Clamps and Vices	14. Staple Guns and Rivet Guns
7. Screwdrivers and similar tools	15. Electric Melting Pots
8. Hair dryers	16. Hammers and similar tools

Any tools not listed above require permission from the studio manager/studio technician. All power tools except electric screw drivers “not drilling” and electric multi tool, require permissions from the studio manager/studio technician. Any electrically powered equipment listed above needs to be in good working order with a fused plug with the correct PPE.

Examples of power tools that **require permission** from the Studio Manager or Studio Technician are: Angle Grinders / Jig-Saws / Circular-Saws / Chop-Saws / Welding-Plant / Electric Polishers / Electric Nail-Guns / Gas Torches / Electric Heat Guns / Electric Rotary Drills / Electric Multi Tools / Ladders /

An application form for the use of power-tools is available from the Studio Manager/Studio Technician.

EXAMPLES OF STUDIO HAZARDS/RISKS THAT CAN RESULT IN INJURY

1. Tiredness, insufficient sleep	15. Trip , slip or fall in the studio
2. Insufficient resources to complete job	16. Eye injury
3. Lack of competence and training	17. Burn injury
4. Studio unsuitable for proposed work	18. Chemical injury
5. Lack of welfare facilities in the studio	19. Poor house keeping
6. Faulty tools/Machinery	20. Vehicle movement
7. Lack of suitable facilities in the studio	21. Electrical equipment
8. Damaged or faulty equipment	22. Inhalation of toxic vapour
9. Serious incident in the studio	23. Equipment failure
10. Heavy lifting. Long-term	24. Sharp cutting tools
12. Hearing Damage. Long-term	25. Inhalation of metal or wood dust
11. Vibration Injury. Long-term	26. Fire from appliance or fixture
12. Muscular skeletal disorder. Long-term	27. Falling objects from height
28. Fall from height in the studio	29. Working Alone late at night
30. Crush injury in the studio	31. Studio evacuation

LIST ANY HAZARDS THAT YOUR WORK MAY PRESENT

Based on the information above in the list of risks/hazards and the equipment/materials that are required as part of your practice, list any dangers that you can identify.

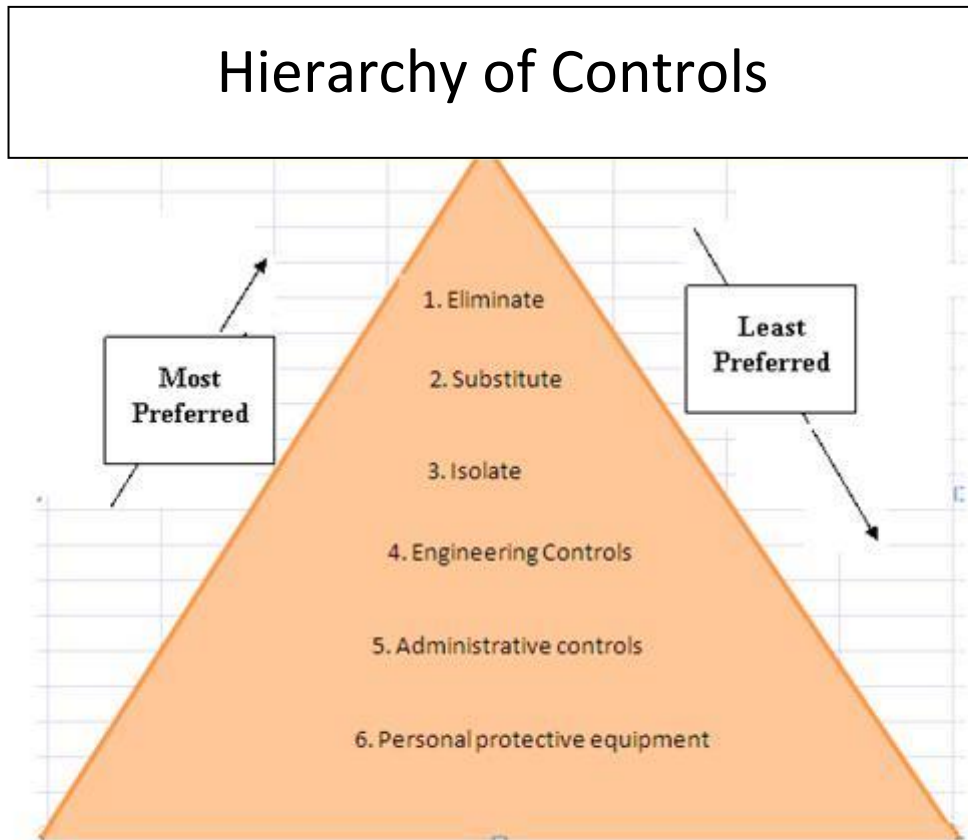
RISK ASSESMENTS

Based on the hazards identified above it is then necessary to eliminate or mitigate the risk. Below is a diagram describing the best or preferred way to address a risk or hazard. Elimination is the most preferred option and PPE is the least preferred option.

Example: I need to construct a square frame made with a timber frame and plywood sheet that is 3 meters by 3 meters, that will be used for mounting a printed image. Woodworking is not something that I am experienced or trained in.

The **elimination** of risk approach is to have the timber structure pre-fabricated at a different location by a qualified person with suitable facilities and then assembled at the studio.

The **PPE** of risk approach is to get the equipment “in good working order” required, get the PPE required, get the permissions and possible training and insurance required, bring and set up in the studio. A chop-saw is dangerous if not used correctly, it is heavy and cumbersome to lift for the sake of a short period of use, dust and debris will go on everything.



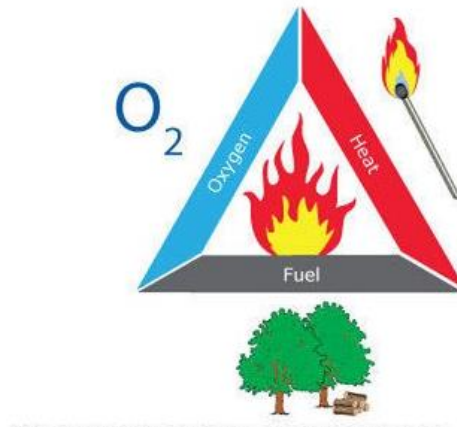
The risk assessment table below is a simple exercise that can be used to create a safe working environment. A number of examples are listed to assist in understanding the process.

Risk Rating before can be from one to five with five being very dangerous.

Risk Rating after can be from one to five with one being not dangerous.

The intention is to get to a low risk rating after putting control measures in place.

DEALING WITH FIRE



The principle of the Fire Triangle is that there are 3 elements required for Fire to exist, these include, fuel, oxygen and a source of ignition or heat. Remove any one or more element(s) and fire cannot exist.

A Fire Extinguisher will remove the source of heat from a fire if water or foam is used, CO₂ fire extinguisher will remove the source of oxygen.

For electrical fires, a CO₂ or dry powder extinguisher should only be used to prevent electrocution whilst putting out the fire.

A Dry Powder and CO₂ Fire Extinguisher should be located nearby all electrical equipment.

A person should only use a fire extinguisher if it is deemed safe to do so and the person is confident in its safe use and suitability. Ideally key staff members are trained and competent to use firefighting equipment.

INCIDENT ACCIDENT REPORTING

All accidents/incidents/near misses should be reported to the Studio Manager/Studio Technician and recorded. Continuous improvements to safe systems of work are informed by such occurrences.

DECLARATION

A risk assessment cannot factor in every possible situation or scenario and while every effort has been made to assist in addressing hazards and risks associated with creative practices, a long-term approach that encompasses training, upskilling, qualifications should be adopted with a view to task planning, process and delivery. Additional information, resources and assistance is available from the Studio Manager and Studio Technician, with a view to safety management and the continued improvement of our studio facilities.

Studio Manager/Technician:

Artist/Member:

Date: