**General** **Risk Assessment: Arting Ltd.**

**Hessle Memorial Hall, Hessle AGE 1-KS2 [Monday 9-8.30pm]**

**St. Mark’s Hall, Anlaby KS3/4/5 and Adult sessions [Thursday 3.45-9.30 pm]**

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| HAZARD | PERSON (S)AFFECTED | **EXISTING CONTROL MEASURES** |
| Safety | Staff  Artists | \*Group size should be appropriate to the design and size of the room, take account of the nature of the task, equipment, age, ability and special needs of artists. Supervision appropriate to the level of artists ability.  \*The sessions will have maximum capacity of 24 with 2/3 supervising adults at all times allowing plenty of space between artists. All sessions are planned and delivered for the appropriate ages taking into account artists ability and needs.  \*Artists will be informed of how to move around the room safely, carry equipment and tidy up effectively.  RISK RATING: Medium |
| Equipment | Staff  Artists | \*Ensure that all equipment handed out is returned at the end of the session.  Identify who is authorised to use the equipment. Ensure no unauthorised access is achieved.  Identify and provide any personal protective equipment that must be used by users. Ensure adequate supervision is provided to ensure it is used correctly.  \*Arting will provide all of the equipment and resources for the sessions which will be distributed as appropriate to artists relative to age and ability. Protective equipment will also be provided to suit the task and equipment. Staff will receive training to ensure that they are confident enough to supervise and support the use of equipment.  \*Artists will receive training on how to use specialist equipment safely.  RISK RATING: Medium |
| Liquid substances  (paints, inks, varnishes) | Staff  Artists | \*Less hazardous chemicals used wherever possible.All materials are properly labelled and stored, and appropriate warnings are included in the labelling.Material Safety Data Sheet for substances obtained from supplier and significant hazards identified.  \*If significant hazards present (e.g. from certain solvents), complete COSHH assessment.  \*Immediate cleaning up of any spillage by staff using appropriate cleaning materials.  \*All people (staff and artists) involved in the use of or are exposed to risks from substances are informed of the known hazards.Only low hazard paints, glazes and inks used where possible. \*Food should not be consumed or brought into work areas where chemicals are used.  \*Arting will provide all substances for the sessions including but not exclusively ready mix tempura paint, acrylic paint, watercolour paint, drawing ink and finger paint.   * Artists and staff will be provided with information on how to safely use all liquid substances as and when needed.   RISK RATING-Medium |
| Plaster of Paris | Staff  Artists | \*Plaster of Paris not to be used to make casts / encase parts of body.   * Staff and artists will be trained on the safe use of Plaster of Paris as required.   RISK RATING-Medium |
| Solid resources | Staff  Artists | * Solid resources to be given out to artists at appropriate times to avoid unnecessary issues. Resources will be distributed to artists and stored appropriately during session use. * Arting will provide all solid substances for the sessions including but not exclusively chalk, oil pastels, wax crayons and soft clay. * Artists and staff will be provided with information on how to safely use all solid substances as and when needed.   RISK RATING-Low |
| Dust | Staff  Artists | \*Regular cleaning regime to keep dust to a minimum.  \*Clay dropped on the floor should be removed as soon as possible and the floor checked at the end of each session. Split clay should not be allowed to dry out i.e. dry dust avoided.  RISK RATING-Low |

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| Sharps | Staff  Artists | \*Safety blades used where possible. Controlled storage and allocation of craft knives etc.   * Arting will provide any craft knives or scissors needed for sessions. These will be distributed as appropriate. * Artists and staff will be provided with information on how to safely use all sharps as and when needed. * RISK RATING-High |
| Electricity | Staff  Artists | \*Electrical equipment subject to regular safety inspection and test (‘PAT’ testing).  \*Sufficient outlets to support the range of equipment normally used. Limit the use of multi-socket lead / adaptors. Visual check should be undertaken on equipment before use  \*Any damaged / defective equipment should be taken out of use and labelled as unsafe. All defects must be reported.   * Arting will provide any electrical equipment required such as dryers, glue guns or irons. Staff and artist will be trained in the safe use of such equipment. * RISK RATING- High |
| Water | Staff  Artists | * Use of water for washing equipment, painting and cleaning will be controlled to avoid slips and water damage. * Staff and artists will be instructed and supervised of safe procedures.   RISK RATING-Medium |
| Fire | Staff  Artists | \*Flammable liquids (paint, white spirit, etc kept to a minimum)  \*Rags, cotton waste, polyurethane foam or similar materials should not be allowed to accumulate or be stored against electrical equipment  \*Everyone must be acquainted with the Fire evacuation procedures. Fire fighting equipment is available. Ensure fire exit doors in the hall are unobstructed, kept unlocked and easy to open from inside.   * All staff and artists will be instructed on fire and evacuation procedures.   RISK RATING-Medium |
| Storage | Staff  Artists | * All equipment and resources will be stored in containers between tasks to ensure that there are no trip hazards or inappropriate access. * Tables and chairs to be stacked in an orderly manner by staff in the designated area using premises guidance.   RISK RATING- Low |
| First Aid | Staff  Artists | * Knowledge of hall first aid kit and any other medical equipment. * Arting will provide a basic first aid kit for minor injuries such as cuts or bumps. * Arting will provide access to a phone at all times in case of an emergency.   RISK RATING-Low |
| Asbestos, Carbon monoxide poisoning, Legionella | Staff  Artists | * All hall guidance to be followed with regard to the hazards listed including reporting any issues noticed to the hall hire administration team. * Arting staff will be notified of any issues to look out for so that they are aware of potential hazards. * RISK RATING-Low |
| Waste | Staff  Artists | * Waste and rubbish to be disposed of safely using hall bins, broken equipment to be wrapped before disposal and liquids to be disposed of appropriately.   RISK RATING-Low |

Date: 01/09/2021 Signed: A.E. Ollerhead