

NORTH OF ENGLAND ART CLUB
HEALTH AND SAFETY GUIDELINES

1 – PREAMBLE

In accordance with Health and Safety best practice, members are responsible for themselves and the safety of others. Committee members will carry out a regular risk assessment and update this advice as necessary. The purpose of this notice is to identify potential hazards and outline simple practices that may decrease the risk of injury or illness.

2 – HAZARDS

In the studio environment there are 3 principle areas of hazard;

2.1 Physical Environment and Layout

The studio environment is not intrinsically dangerous. Attention should be paid to the safe stacking of chairs and easels

Special attention should be paid to spillages which should be dealt with immediately. Hallways and doorways should be kept clear of clutter and provide free movement. Fire doors should be kept closed. All members should make themselves aware of the location of fire exits and extinguishers.

2.2 Equipment and Storage

All equipment should be in efficient working order and be in good repair. Any faults should be recorded in the daily attendance record which will be checked regularly. Dangerous equipment should be taken out of service and/or sealed off from use. Additional heating and lighting can overload the power supply. Instructions on use should be followed.

Extension cables should be identified to all users and taped down at floor level.

2.3 Harmful Substances

When working with potentially harmful substances, all users should take steps to ensure they understand the nature the nature of the materials used. It is important to read all labels and use the materials according to directions. When not in use harmful materials must be retained for personal use and not left in the studio.

3 – GOOD HOUSEKEEPING

Sensible precautions should be applied to everyday use of the studio. The following are for general guidance;

- Keep working surfaces free from clutter
- Arrange your personal work area so it is not a hazard to others
- Wash hands after using any art material
- Do not eat in a working area
- Clean and put away cups, glasses or other containers

4 – ACCIDENTS

Any accidents should be recorded in the attendance book. Members should know where the first aid kit is kept. Seek medical advice on specific problems or injuries which occur.