

# The Glasgow School of Art

## GSA Student Guide to Lone Working

August 2016

### Policy Control

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# GSA Guide to Student Lone Working

## Introduction

During the hours GSA is staffed we have a number of trained first aiders and fire marshals trained staff who provide a critical level of control within our overall risk management strategy, however this is not the case out of hours.

To off-set the lack of fully trained first aiders and fire marshals in our buildings at these times we must take other measures to reduce the risks to those in the buildings. One way to do this is to limit the activities undertaken to those we would consider to be 'low risk', supported by the provision of a skeleton supervisory presence in each building, and a robustly enforced barrier system or equivalent e.g. signing in /out procedure where barriers are not present.

Please consider the following when working alone:

### 1. What is "Lone Working"

Perhaps a good way to decide if you are 'lone working' would be: If you were in difficulties and shouted for help for, is it likely anyone would come to your aid? If not, you are probably lone working.

It's about applying common sense and being aware of how your situation changes throughout the day and night.

### 2. Student Responsibilities

Health and safety is both a collective and individual responsibility for all persons affected by the activities of GSA. Students have a duty to adhere to GSA's policies and procedures and to co-operate with GSA in occupational health and safety matters. Each person must take reasonable care of their own occupational health and safety but also that of others who may be affected by their acts or omissions.

The Health and Safety at Work etc. Act 1974 Section 8 places a duty on all persons, including students. It states:

*No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.*

A breach of this section is a criminal offence.

### 3. Working in Studios

Students should only complete low risk activities while working out of hours on GSA premises. However, the argument for working outside normal working hours should not be used to justify poor planning and undisciplined working arrangements. Wherever reasonably practicable, work should be contained within recognised working hours.

Here are some examples as what may be considered a 'low risk' activity:

- Desk based study & office type tasks
- Computer based studies
- Sketching & painting

Low risk activities would **NOT** include:

- Use of hand or power cutting tools (saws, chisels, drills, grinders)
- Work with flammable materials (and including aerosols, hot waxes, hot air guns, oil based paints etc)
- Work with chemicals, resins or waxes
- Work at height – this includes use of ladders/step ladders.
- Any work impacting on the structure of the buildings
- Any 'workshop type' activities

The above activities should be confined within GSA normal hours and may require discussion with academic or technical staff.

If any student is found carrying out these activities outside GSA normal hours they may be subject to disciplinary procedures.

#### **4. Electrical Equipment**

Certain areas within GSA such as Fashion & Textiles and Silvermithing and Jewellery combine tools and equipment in teaching / studio environment areas.

In each of these areas technical and academic staff should lock off any equipment which is not appropriate for use outside core hours at the end of their working day, and instruct those at risk in the use of those pieces of equipment which remain available.

Only those having received appropriate induction should make use of equipment such as sewing machines etc.

#### **5. Craft Knives**

Statistically, cuts to fingers by craft knives are our most common accident within GSA.

This risk is offset by the fact that when they occur they tend to result in single casualties, and relatively minor wounds. The *GSA Guide to Safe Use of Craft Knives* contains practical guidance on

avoiding cuts, and what to do in the event that you or a colleague does suffer a cut.

These controls offset the risks sufficiently to allow the use of these knives in the evenings.

## 6. Glue Guns

It is noted that the use of small electric hot glue guns is widespread. In themselves these present a minor risk of injury, primarily the risk of burns, but they do present the potential for a much higher consequence risk of fire.

For this reason, any glue guns (as with heated other electric equipment and appliances) **MUST** be turned off when not in use, and never left buried in piles of paper or other combustible materials. This has been identified as having occurred in the past, and the potential consequences are significant.

Anyone found to have left a glue gun on when they have left the studio for any length of time may be subject to disciplinary procedures. When turned off they should be unplugged from the socket and be allowed to cool fully before being put away. They should not be left hanging from or balanced on top of the socket bar.

## 7. Further Reading

For more information on Lone Working you should refer to the GSA Lone Working Procedure and the Student Safety Guidelines which are available at [www.gsa.ac.uk](http://www.gsa.ac.uk).